



Business License Application

320 East Newel Avenue
PO Box 840490
Hildale, Utah 84784-0490
PH: 435-874-2323
FAX: 435-874-2603
Email recorder@hildalecity.com

Dear Business Owner,

Thank you for choosing to locate your business in Hildale City. The following is a list of helpful information to assist you in obtaining a Heber City Business License.

1. Business license applications require a non-refundable \$40.00 processing fee. The fee must be turned in with the application in order to begin the processing.
2. The submittal of this application **DOES NOT** constitute a valid business license. A separate business license will be issued once the application has been approved.
3. Fill out the forms completely and clearly. Incomplete applications may delay the licensing process.
4. Hildale City Code requires that some businesses may be required to have additional permits or licensing. Additional fees may apply in these situations (see schedule of rates and fees).
5. The forms of payment accepted are card, cash and/or checks. All fees are payable to Hildale City.
6. Make sure you have all the appropriate registration numbers from State and Federal agencies on your application. You can obtain these numbers online at: www.utah.gov or you may contact the following agencies:
 - a. Utah Department of Commerce to obtain your business name registration. (801) 530-6701 or www.commerce.utah.gov
 - b. Utah State Tax Commission to obtain your sales tax number at (800) 662-4335 or (801) 297-2200 or www.tax.ex.state.ut.us A Sales tax number may not be required if your business does not sell anything.
 - c. Federal ID Number (EIN) (800) 829-4933 or www.irs.gov. If you are a sole proprietor you may not need this number.
 - d. Department of Professional Licensing (DOPL) (866) 275-3675 or www.dopl.utah.gov. This is for occupations regulated by the State of Utah: example, Contractors, Doctors, Nurses, etc.
 - e. Southwest Utah Public Health Department (435) 986-2584. If you are preparing and serving any food and/or drinks, applying permanent cosmetics or tattoos you must obtain a permit from the local Health Department.
 - f. Utah State Department of Agriculture; (801) 538-7124. If you are selling any produce, baked goods, plants or nursery related items, you must obtain a permit from the Department of Agriculture.
 - g. State Child Care Licensing (800) 894-2588 or (801) 538-9299.
7. All fees must be paid in full before a Hildale City Business License will be issued.
8. All inspections must occur and be approved before a Hildale City Business License will be issued.
9. A criminal background check will be required for all applicants dealing with child daycare, housekeepers, motorized street vendors, temporary sales, and solicitors. If you are a Utah resident, this is to be done at **The Bureau of Criminal Identification**, located at 2888 West 5400 South, Taylorsville, UT 84114, Phone number (801) 965-4445 or www.bci.utah.gov. Proof of Utah residency must be provided, (A valid Utah Drivers License). For non-residents, the background check must be less than 30 day old and from the state where your drivers' license is issued.



Hildale City

320 East Newel Avenue
 PO Box 840490
 Hildale, Utah 84784-0490
 Phone (435) 874-2323
 Fax (435) 874-2603
 Email recorder@hildalecity.com

OFFICE USE ONLY

Date of Application _____
License # _____
License Fee \$40.00 _____
Receipt # _____ Total Due _____

Please Print Legibly

New Business New Owner Renewal

Section I: Business Information

Type of Business	<input type="checkbox"/> Home (Must complete the Home Occupation Checklist)			
	<input type="checkbox"/> Commercial			
Business Name				
Doing Business as (DBA)				
Business Location	Street Address	City	State	Zip
Mailing Address	Street Address/ P O Box	City	State	Zip
E-mail Address				
Business Phone	Business Fax		Professional License#	
Department of Commerce Entity Number	Sales Tax #		Federal Id #	
Website				

Section II: Ownership & contacts

Owner Name	First	Middle	Last	
Owner Address	Street	City	State	Zip
Owner Mailing Address	Street or PO Box	City	State	Zip
Owner Date of Birth				
Owner Driver License # (must provide copy)	Co-Owner Driver License # (must provide copy)			
Owner Phone #	Owner Fax #			
Ownership Type	Corporation	Partnership	Proprietorship	LLC

Are you a US Citizen? Yes No Valid US Work Authorization Certificate #(must provide a copy)

Co-Owner Name	First	Middle	Last	
Co-Owner Address	Street	City	State	Zip

Are you a US citizen? Yes No Valid US Work Authorization Certificate # (must provide a copy)

Manager Name	First	Middle	Last	
Manager Address	Street	City	State	Zip
Manager Phone				

Section III: Business Description:

Type of operation (mark all that apply)

<input type="checkbox"/> Retail sales (on site)	<input type="checkbox"/> Construction	<input type="checkbox"/> Fresh Food (prepared on site)	<input type="checkbox"/> Door to door sales (separate permit required)
<input type="checkbox"/> Retail sales(rarely on site)	<input type="checkbox"/> Cosmetology	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Professional Service
<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> Day Care/Preschool	<input type="checkbox"/> Transportation
<input type="checkbox"/> Alcohol (off premise)	<input type="checkbox"/> Alcohol (On premise)	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Sexually Oriented Business
<input type="checkbox"/> Pawn Broker/ Secondhand Dealer	<input type="checkbox"/> Guns &/or ammunition (Provide copy of Federal Firearms Permit)	<input type="checkbox"/> Tobacco-Provide copy of Utah State Tobacco Sales #	<input type="checkbox"/> Other _____

Detailed Description of all anticipated business operation (Be specific as to the use of the business location, storage of material, etc.)

Will this building require any structural, electrical, mechanical, or plumbing changes? Yes No

If Yes, explain, (Building permit may be required)

Does this business include any of the following? (check all that are applicable)

<input type="checkbox"/> Constructing a new sign (Sign permit required)	<input type="checkbox"/> Vending Machines --on site	<input type="checkbox"/> On site secondary business
<input type="checkbox"/> On site events (i.e. Community party, parking lot/sidewalk sales)	<input type="checkbox"/> Electrical, plumbing, structural or mechanical changes to the site	<input type="checkbox"/> Discharge that goes anywhere other than sanitary sewer
<input type="checkbox"/> Use of city right of way (i.e. sidewalk)	<input type="checkbox"/> Changing an existing sign (sign permit required)	<input type="checkbox"/> Door to door sales (separate permit required)
<input type="checkbox"/> Hazardous materials use and/or storage	<input type="checkbox"/> Live entertainment on site	<input type="checkbox"/> Changes to existing garbage service
<input type="checkbox"/> Warehousing	<input type="checkbox"/> Tobacco Sales	<input type="checkbox"/> Physician
<input type="checkbox"/> Car Wash	<input type="checkbox"/> Fireworks sales on site	<input type="checkbox"/> Dentist
<input type="checkbox"/> Storage of Vehicles	<input type="checkbox"/> Adult films, books, etc.	<input type="checkbox"/> Chiropractic
<input type="checkbox"/> Vehicle Repair	<input type="checkbox"/> Sexually oriented paraphernalia	<input type="checkbox"/> Adult treatment center
<input type="checkbox"/> Gas Pumps (How many?)	<input type="checkbox"/> Massage	<input type="checkbox"/> Youth treatment center
<input type="checkbox"/> Flammable liquids	<input type="checkbox"/> Nails Technician (manicure & pedicure)	<input type="checkbox"/> Hair Technician
<input type="checkbox"/> Compressed Gas	<input type="checkbox"/> Laundry Mat	<input type="checkbox"/> Other

Section IV Fee Schedule

Please see "Schedule of Rates and Fees" on the Hildale City website, www.hildalecity.com to determine the amount your license will cost per year.

Section V: Notifications and Verification of Authority

- Mandatory review process: This application does not constitute a business license. All applications are subject to the review process mandated by **Title 5 of the Municipal City Code**. Incomplete applications will not be processed. Decisions on applications will take 15 business days (minimum), and are based on:
 - The information provided on the application materials, and
 - Reviews inspections performed, as required
- Under the **Hildale City Municipal Code**, additional Business License application requirement are necessary for some business types.
- Denial of License: Applications denied, suspended or revoked are most often the result of
 - An inaccurate or incomplete application, or failure to update information with the business license department, and/ or
 - Non-compliance with the **Hildale City Municipal Code**, and/or applicable building, fire and environmental codes.
- Other regulatory bodies: It is the applicant's responsibility to determine and comply with **any requirements from other regulatory agencies**.
- Signage: Permanent signs require a separate **Sign Permit Application** which is administered by the **Planning &, Zoning Department (435) 874-2323**.
- Building alterations: All alterations to buildings or spaces, including electrical, plumbing, and mechanical alterations, require a separate building permit and compliance inspection as established by the **Hildale City Municipal Code**. Building Permits are issued by the **Building Department (435) 703-0050**.
- Officer Background checks: All applicants whose business involves daycare, preschool, housekeeping, bookkeeping, and transportation are required to submit a background check less than 30 days old, issued by the **Utah Bureau of Criminal Identification and/or a Hildale City local background check**.

I understand and agree that illegal or fraudulent business practices are grounds for revocation of the business license. The receipt of payment for payment of license fees thereof does not constitute being approved to operate a business. The actual business license will be issued only when all inspections are complete and signed off by the various departments and approval is given by Hildale City. It is the responsibility of the licensee to be familiar with the ordinance under which the license is applied for. All applications are to be renewed annually, with payment due on or before January 31, of the calendar year.

Signature

Printed Name

Date

Section VI: Office Use Only

Signature of department represents approval of this application for a business license

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Hold/Pending	Date:	Police Department	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Hold/Pending	Date:	Public Works	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Hold/Pending	Date:	Engineering	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Hold/Pending	Date:	Southwest Utah Public Health Dept.	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Hold/Pending	Date:	Building	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Hold/Pending	Date:	Fire Department	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Hold/Pending	Date:	Zoning	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Hold/Pending	Date:	Business Licensing	