

HOW TO APPLY FOR A SPRINGVILLE CITY BUSINESS LICENSE

Springville City is a great place to locate a business. This office wishes to offer assistance with the application process and has designated this set of procedures to help you understand some of the requirements for opening a business in Springville City.

If your business will be located in a commercial or industrial zone, you must complete the Business License Application, Commercial Business License Application and the Springville Police Business Registration. If you are applying for a home office or home occupation, complete the Business License application form only. For home businesses, please phone our office to determine if you will also need a Home Occupation Permit.

Businesses that wish to use a business name, but are not incorporated or a limited liability company must register the DBA (Doing Business As) with the Department of Commerce. As a courtesy, the State Tax Commission office at 150 East Center Street in Provo will allow you to acquire your registration through their office. You may also register the DBA or corporation online at www.business.utah.gov/registration. The charge for a DBA is \$22.00. You must provide a state approved copy of your DBA, Articles of Incorporation or Articles of Organization when you submit your application to our office. For assistance with your business registration with the state you may contact the State Tax Commission at (801) 374-7070 or (801) 530-4849. If your business is a corporation or LLC, you should have a Federal Identification Number. Businesses involved with the sale of a tangible product must provide evidence of a Utah State Sales Tax number. You can obtain this number at the State Tax Commission office in Provo. There are no fees associated with obtaining this sales tax number. If you are relocating or adding an outlet in Springville, you must contact the State Tax Commission and register the Springville location as an outlet.

Licensing Fees must accompany the application. A list of the fees is included on the application. If you have any questions regarding what type of business you have and the fees you must pay, please contact our office at (801) 489-2718. Fees are prorated by quarter at the time the application is received. If for any reason your license should be denied you will receive a refund of the fees you paid when the application was received, less \$25.00 for processing of the application.

A business license is granted when business is in compliance with all local, state, federal, fire and building codes and all inspections are completed and signed off by the various City departments and the Business License Office gives approval. The fire inspector will contact you after the application is filed. Let him know if your business is ready for inspection.

There are additional application requirements for alcohol sales, sexually oriented businesses, pawn brokers, itinerant merchants, solicitors, fireworks, bowling alleys, billiards, skating rinks, swimming pools, public dances and mechanical amusement devices. Please contact the business licensing department for further information.

Business Licenses expire annually on December 31st. Renewals are due by January 1st. Renewal notices are sent as a reminder, but you are ultimately responsible for ensuring timely renewal payments. A late fee of \$20.00 per month starts after January 31st.

These forms are application for a business license. The receipt for payment of license fees thereof does not constitute being approved to operate a business. The actual business license is issued only when all inspections and approvals are completed. Springville City shall not be held responsible for delays in processing an incomplete application, or for property improvements and other business expenditures occurring before the license applicant receives final approval. Licenses not approved within 30 days of application may be denied.

Allow 2-4 weeks for processing your business license application, providing no complications arise. Incomplete applications will be returned. If you have any questions call (801) 489-2718.



Springville City

BUSINESS LICENSING DEPARTMENT
 110 South Main, Springville, Utah 84663
 Phone: (801) 489-2718 Fax: (801) 489-2716

BUSINESS LICENSE APPLICATION

Name of Business (Name must be registered with the State of Utah)		ENTITY Registration #	Business Phone	FAX
			() ()	() ()
Business Address		Is this a Sexually Oriented Business? Circle one: Yes No		
Street:				
Mailing Address				
Street:		City:	State:	Zip:
E-mail:		Web Site address:		
Type of Organization Proprietorship () Corporation () Partnership () LLC ()		Detailed Description of Business		
Business Owner Name (Names)				

Address:		City:	State:	Zip: Phone:
Local Manager Name				

Address:		City:	State:	Zip: Phone:
EIN/Fed Tax #	State Sales Tax #		State License # (Occupational & Professional)	
<p>This form is an application for a business license. The receipt for payment of license fees thereof does not constitute being approved to operate a business. The actual license will be issued only when business is in compliance with all local, state, federal, fire & building codes and all inspections are completed and signed off by the various City departments and the Business License Office gives approval. Springville City shall not be held responsible for delays in processing an incomplete application, or for property improvements and other business expenditures occurring before the license applicant receives final approval.</p> <p>I/We hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business, and swear under penalty of law that the information contained herein is true to the best of my knowledge.</p> <p>X _____ Signature</p> <p>X _____ Signature</p> <p>PLEASE NOTE:</p> <p>1. Business Licenses expire annually on December 31. 2. License renewal fees are due on or before January 1. A late fee of \$20.00 per month starts accruing after January 31.</p>		<p>Annual License Fees are as Follows: (CA = Council Approval Required, PA = Police Approval Required)</p> <p><input type="checkbox"/> \$ 80.00 Standard Business License</p> <p><input type="checkbox"/> \$ 45.00 Home Office/Home Occupation</p> <p><input type="checkbox"/> \$ 35.00 Seasonal Business License</p> <p><input type="checkbox"/> \$ 120.00 Bowling Alley, Billiard/Pool Hall (CA)</p> <p><input type="checkbox"/> \$ 120.00 Skating Rink/Swimming Pool (CA)</p> <p><input type="checkbox"/> \$ 120.00 Public Dance, yearly (CA)</p> <p><input type="checkbox"/> \$ 250.00 Pawnbroker (PA)</p> <p><input type="checkbox"/> \$ 250.00 Industrial</p> <p><input type="checkbox"/> \$ 200.00 General Retail- 15,001-60,000 sq. ft.</p> <p><input type="checkbox"/> \$ 750.00 General Retail- 60,001-120,000 sq. ft.</p> <p><input type="checkbox"/> \$1500.00 General Retail- 120,001-200,000 sq. ft.</p> <p><input type="checkbox"/> \$2500.00 General Retail- 200,001 or more sq. ft.</p> <p><input type="checkbox"/> \$ 50.00 Six-Month Business License</p> <p><input type="checkbox"/> \$ 30.00 Quarterly Business License</p> <p><input type="checkbox"/> \$ 20.00 Two Week Business License</p> <p><input type="checkbox"/> \$ 8.00 Public Dance, one-day (CA)</p> <p><input type="checkbox"/> \$ 80.00 Mechanical Amusement Device (CA)</p> <p><input type="checkbox"/> \$ 0.00 Non-Profit Organization §7-1-107(4)</p> <p><input type="checkbox"/> \$ 10.00 Replacement/Removal/Relocation Fee</p> <p>\$ _____ License Fee at time of application is prorated by quarter.</p>		
OFFICE USE ONLY		BUSINESS LICENSE DEPARTMENT USE ONLY		
Zone: _____ Home Office Only ()		City License # _____		
Home Occupation Permit: _____ Home Occupation ()		Notes: _____		
Building Inspection: _____		_____		
Fire Inspection: _____		DATE RECEIVED:		
Other Requirements: _____				



SPRINGVILLE POLICE

BUSINESS REGISTRATION

110 South Main
Springville, UT 84663
Phone 801-489-9421

Please legibly print or type this form. All sections are required.

Name of Business _____ Business Phone _____ Business Hours _____

Business Address _____

Emergency Notification – Please list the closest available responder first.

Name	Home Address, including city.	Phone or cell #	*Date of Birth
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Alarms

Please be aware of the alarm policy in Springville City.

City Code 3-8-4 (1) If police officers respond to more than five false alarms from a burglar alarm at one location within a period of ninety days,The Chief of Police may order that the burglar alarm be disconnected or disabled if the alarm user does not show reasonably sufficient cause why such action should not be taken. (2)An alarm user shall pay to the City Treasurer a fee of \$50.00 per time more than once in a calendar month that a city police officer responds to a false alarm

You can read the entire City Code at www.springville.org/municipalcode/Title_3.pdf

Burglar Alarm: () Yes () No
Alarm Agency: _____ Phone # _____

Fire Alarm: () Yes () No
Alarm Agency: _____ Phone # _____

Janitorial Service: () Yes () No Name: _____ Phone # _____

Building Owner: Name _____ Address _____ Phone# _____

***All information is for Police purposes only and will not be disseminated.**



Springville City Corporation
Department of Community Development

110 South Main Street
Springville, Utah 84663
Phone: 801-491-7861 Fax: 801-489-2716
www.springville.org

Commercial Business License Application

This form is required for the review of your business license application by the **Planning & Zoning Division**. The submittal of this application does *not constitute approval to operate a business*. The actual license will be issued when all inspections are complete and compliance with Planning & Zoning, Building & Inspections, Fire, Utah County Health or other Divisions have been met.

Registered Business Name: _____ Business Phone: () _____

Location of Business: _____
(Street Number) (City) (State) (Zip)

Name of Owner: _____ Phone: () _____ Fax: () _____

Mailing Address: _____
(Street Number) (City) (State) (Zip)

Nature of Business: Check all that apply and provide detail below

- | | | |
|--------------------------------------|---|---|
| <input type="checkbox"/> Retail | <input type="checkbox"/> Professional & Personal Services | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Wholesale | <input type="checkbox"/> Auto & Vehicle Related | <input type="checkbox"/> Utility Services |
| <input type="checkbox"/> Other _____ | | |

Detailed description of business: _____

Business Hours: _____ Circle days open for business: S M T W TH F S

Please include the following information:

Gross Floor Area: _____ Sq. Feet - (calculated from the exterior outside wall without regard to specific inside uses)

Are there additional businesses within the same building? YES NO If so, please list the existing uses and/or explain.

Prior usage of building _____

Existing Parking Spaces: _____ Handicap Parking Spaces: _____

Existing Signage (if applicable): _____
(All proposed signage shall meet the requirements of Springville City Code Title 11, Chapter 6, Article 3.)

Before a business license may be issued the following items must be completed:

Please submit an 8½” x 11” copy of the site which shows the following:

- building dimensions
- driveway locations
- parking areas for each use (include ADA parking)
- sign locations

<input type="checkbox"/> Comply with Planning & Zoning Ordinances.	Planning & Zoning:	(801) 491-7861
<input type="checkbox"/> Comply with Building Department Regulations.	Building & Inspections:	(801) 489-2704
<input type="checkbox"/> Comply with Fire Department Regulations.	Fire Department:	(801) 489-5676
<input type="checkbox"/> Comply with Health Department (if applicable)	Utah County Health:	(801) 370-8700

OFFICE USE ONLY	Approved : <input type="checkbox"/> YES <input type="checkbox"/> NO	By: _____	Date: ____/____/____
Zone: _____	Permitted Land Use: _____		
Building Inspection: ____/____/____	Fire Safety Inspection: ____/____/____		
Other Requirements: _____			



BUSINESS LICENSING DEPARTMENT

110 South Main, Springville, Utah 84663
Phone: 801-491-7801 Fax: 801-491-7813

FIRE SAFETY CHECKLIST

The following checklist is a guide to help you prepare for your Fire Inspection. For more information please contact the Springville Fire Chief at 801-491-5600.

- A minimum of one-5lb ABC portable fire extinguisher (depending on square footage of building) must be conspicuously mounted on a wall so top is not more than five feet (5') above the floor. Portable fire extinguisher must be readily accessible, preferably along normal paths of exit travel. Portable fire extinguishers must be inspected and retagged annually.
- All corridors, stairways, mechanical rooms, and exits must be free and clear of any storage, furniture or obstructions of any kind.
- All attics, basements, furnace rooms, stairs, and under stairs must be free of accumulation of waste paper, rubbish, rags, etc.
- Exit doors shall be operable from inside without the use of a key or any special knowledge or effort. Exit doors shall not be locked, chained, bolted, barred, latched or otherwise rendered unusable from the inside.
- No extension cords are to be used as permanent wiring. No electrical cord splicing outside electrical boxes or fixtures. No cords under rugs, through walls, doors, or partitions. Wire outside of a conduit or boxes are not permitted. No octopus (multi-plug adapters) connections, or frayed cords are permitted. Defective wiring and equipment must be replaced or repaired immediately.
- A main electrical panel must be accessible and clearly marked for all circuits. Cover plates are required on all outlets, switches, and junction boxes. A clear working space 30" x 78" x 3' in front of the panel.
- No storage of flammables in basements or mechanical rooms. No storage near exits, stairways, or exit doors, including sales merchandise.
- No sprinkler systems can be turned off at any time other than for repair. All valves must be open, accessible and unobstructed. Sprinkler systems must offer complete protection to all rooms and areas, under stairs, and within closets. Storage shall be maintained at least 18 inches below sprinkler heads.
- No gasoline-powered equipment may be stored in any part of the building except in a rated room designed and approved for this use. All kitchen hood-over equipment that produces a grease-laden air must be equipped with a hood system, automatic fuel shut off, and fire alarm interconnection.
- Fire alarm systems must be operable and in good repair at all times. Complete protection with smoke and heat detectors is required.