



## HOME OFFICE BUSINESS LICENSE APPLICATION

Name of Business (Name must be registered with the State of Utah)		ENTITY Registration #		Business Phone ( )	
Business Address Street:		Is this a Sexually Oriented Business? Circle one: Yes No			
Mailing Address Street: City: State: Zip:					
Business Email:			Web Site address:		
Type of Organization Proprietorship ( ) Corporation ( ) Partnership ( ) LLC ( )			Description of Business		
Business Owner Name (Names)			Owner Email:		
Owner Address:		City:	State:	Zip:	Phone:
Local Manager Name			Manager Email:		
Manager Address:		City:	State:	Zip:	Phone:
EIN/Fed Tax #		State Sales Tax #		State License # (Occupational & Professional)	

U.S. Government/State issued identification verification must be obtained at time of application.

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 complies 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.

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.

Under penalty of perjury, I state that I am either (a) a United States Citizen or (b) a qualified alien as defined by 8 U.S.C § 1641. I understand and acknowledge that providing false information on this application will subject me to penalties for perjury.

X \_\_\_\_\_  
Signature

X \_\_\_\_\_  
Signature

**PLEASE NOTE:**

1. Business Licenses expire annually on the last day of month of issuance.
2. License renewal fees are due on or before last day of anniversary month of license issuance.

\*Business Licenses are closed after 1 month after expiration, when not renewed, and require signing an affidavit to reinstate within the year.

License Fees are as Follows:

- \$ 110 General Standard Commercial Business License (Must also complete "Commercial Business License Information Sheet"; see attached)
- \$ 18 Home Office (License Not Required, if voluntarily requested)
- \$ 29 Home Occupation (Requires Home Occupation Permit Application; call for information)
- \$ 258 Pawnbroker/Secondhand Dealer (PA)\*
- \$ 246 Industrial Business License
- \$ 122 Hotel/Motel Business License
- \$ 110 General Retail-15,000 sq. ft. and under
- \$ 206 General Retail- 15,001-60,000 sq. ft.
- \$ 750 General Retail- 60,001-120,000 sq. ft.
- \$ 1500 General Retail- 120,001-200,000 sq. ft.
- \$ 2500 General Retail- 200,001 or more sq. ft.
- \$ 28 + \$16 Per Mechanical Amusement Device (CA)\*
- \$ 0 Non-Profit Organization §7-1-107(4)
- \$ 26 Replacement/Change Fee
- \$ 44 Relocation Fee/Addition of Unit(s)
- \$ Variable Seasonal Business (Call for information)

\$ \_\_\_\_\_ (#2101)  
License Fee

**MUST SUPPLY COPY OF PHOTO ID AND ARTICLES OF ORGANIZATION FOR LLC/CORP AT TIME OF APPLICATION.**

\_\_\_\_\_ PLEASE INITIAL: The receipt for payment of license fees thereof does not constitute being approved to operate a business

\*(CA = Council Approval Required, PA = Police Approval Required)

<p><b>OFFICE USE ONLY</b></p> <p>Zone: _____ Home Office ( )</p> <p>Home Occupation Permit: _____ Home Occupation ( )</p> <p>Building Inspection: _____</p> <p>Fire Inspection: _____</p> <p>Zoning Approval: _____</p>	<p><b>BUSINESS LICENSE DEPARTMENT USE ONLY</b></p> <p>City License # _____</p> <p>Notes: _____</p> <p>_____</p> <p>DATE RECEIVED: _____</p>
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