

Commercial Business Licensing Application Requirements

In our effort to make this application a *“One-Stop”* process for businesses, this office wishes to offer assistance with the application process and has prepared these procedures to help you understand the requirements for opening a business.

Licensing Fees must accompany the application. If for any reason your license should be denied you will receive a refund of the fees paid, less a \$25.00 application fee. There are additional requirements for alcohol sales, sexually oriented businesses, pawn brokers, itinerant merchants, solicitors, fireworks, and mechanical amusement devices. Please contact our office for further information.

Business Licenses expire annually on the last day of the month of issuance (i.e. license is approved 6/19/21, expires 6/30/22). Renewals are due by the last day of the expiry month. Renewal notices are sent as a reminder, but you are responsible for ensuring timely renewal payments. Licenses not renewed after one month of expiration date are closed.

The following information **MUST** be submitted with the application:

- Copy of U.S. Government issued Identification
 - I-9 forms of ID are accepted (Driver’s License/Passport)
- Entity Registration number required for Doing Business As (DBA)/LLC/Corporation (Ex. 1234567-1234)
 - <https://secure.utah.gov/osbr-user/user/welcome.html>
- Utah Sales Tax Number with a Springville Outlet
 - Required for sales of taxable property & services/relocation/additional outlet
- EIN/Federal Tax Number
 - Required for all LLC/Corporations
- Articles of Organization/Corporation/Incorporation/LLC
 - Required for all LLC/Corporations
- Copy of Site Plan including:
 - Building Dimensions (drawn to scale or google earth view)
 - Sign Location(s), Driveway locations, Parking Locations (Including ADA)
- Copy of Building Plans including:
 - Overall Building/Unit Dimensions & Area Dimensions (dimensions and use of EACH room/space)
 - Emergency Exit & Lighting/Location of Doorways & Hallways
 - Identification of any Additions/Alterations to Existing Floor Plan
- Comply with Fire Safety Regulations (Attached)
- Wastewater Questionnaire required for Manufacturing, Automotive or Food Businesses
 - <http://www.springville.org/wp-content/uploads/2012/09/Wastewater-Questionnaire.pdf>
- Springville Police Business Alarm Registration Form (Additional \$15)
 - <https://www.springville.org/police/services-provided-by-the-police-department/alarm-registration-home-page/>

This form is to accompany a business license application. 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 a business is in compliance with all local, state, federal, fire and building codes. All inspections are completed and signed off by the various City departments. 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. **Submittal of the application does not warrant or facilitate occupancy or business operation.**

Signature

Date

BUSINESS LICENSE APPLICATION

Name of Business (Name must be registered with the State of Utah)		ENTITY Registration #	Business Phone ()
Business Address (Include Suite Number/Unit) 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)	
<p>U.S. Government/State issued identification verification must be obtained at time of application.</p> <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.</p> <p>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.</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>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.</p>		<p>License Fees are as Follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> \$ 110 General Standard Commercial Business License (Must also complete "Commercial Business License Information Sheet"; see attached) <input type="checkbox"/> \$ 18 Home Office (License Not Required, if voluntarily requested) <input type="checkbox"/> \$ 29 Home Occupation (Requires Home Occupation Permit Application; call for information) <input type="checkbox"/> \$ 258 Pawnbroker/Secondhand Dealer (PA)* <input type="checkbox"/> \$ 246 Industrial Business License <input type="checkbox"/> \$ 122 Hotel/Motel Business License <input type="checkbox"/> \$ 110 General Retail- 15,000 sq. ft. and under <input type="checkbox"/> \$ 206 General Retail- 15,001-60,000 sq. ft. <input type="checkbox"/> \$ 750 General Retail- 60,001-120,000 sq. ft. <input type="checkbox"/> \$ 1500 General Retail- 120,001-200,000 sq. ft. <input type="checkbox"/> \$ 2500 General Retail- 200,001 or more sq. ft. <input type="checkbox"/> \$ 28 + \$16 Per Mechanical Amusement Device (CA)* <input type="checkbox"/> \$ 0 Non-Profit Organization §7-1-107(4) <input type="checkbox"/> \$ 26 Replacement/Change Fee <input type="checkbox"/> \$ 44 Relocation Fee/Addition of Unit(s) <input type="checkbox"/> \$ Variable Seasonal Business (Call for information) <p>\$ _____ (#2101) Annual License Fee</p> <p>_____ PLEASE INITIAL: The receipt for payment of license fees thereof does not constitute being approved to operate a business</p> <p>*(CA = Council Approval Required, PA = Police Approval Required)</p>	
<p>X _____ Signature</p> <p>X _____ Signature</p> <p>PLEASE NOTE:</p> <ol style="list-style-type: none"> Business Licenses expire annually on the last day of month of issuance. License renewal fees are due on or before last day of anniversary month of license issuance. <p>*Business Licenses are closed after 1 month after expiration, when not renewed, and require signing an affidavit to reinstate within the year.</p>			

<p>OFFICE USE ONLY</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>BUSINESS LICENSE DEPARTMENT USE ONLY</p> <p>City License # _____</p> <p>Notes: _____</p> <p>_____</p> <p>DATE RECEIVED: _____</p>
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BUSINESS LICENSING
110 SOUTH MAIN STREET
SPRINGVILLE, UT 84663
801.491.7811
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 a 1 that apply and provide detail below

- [] Retail [] Professional & Personal Services [] Manufacturing
[] Wholesale [] Auto & Vehicle Related [] Utility Services
[] Food Service [] 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 8 1/2" x 11" drawing of the site/building specifying the following:

- Building dimensions - Driveway locations
- Parking areas for each use (include ADA parking) - Sign locations

- [] Comply with Planning & Zoning Ordinances. Planning & Zoning: (801) 491-7861
[] Comply with Building Department Regulations. Building & Inspections: (801) 489-2704
[] Comply with Fire Department Regulations. Fire Department: (801) 489-5676
[] Comply with Health Department (if applicable) Utah County Health: (801) 370-8700
[] *Comply with Sewer & Storm Water Regulations. Storm Water: (801) 489-2745

*If Manufacturing, Automotive, or Food Service business, a Wastewater and Storm Water questionnaire will need to be completed and returned before issuance of a business license. Additional wastewater discharge permit may be required.

Signature

Date

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 Inspectors at 801-491-5602.

- 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 is allowed outside electrical boxes or fixtures. No cords may be placed under rugs, through walls, doors, or partitions. Wire outside of a conduit, or a switch/junction box, is 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' must be maintained in front of the panel.
- No storage of flammables is allowed in basements or mechanical rooms. No storage is allowed 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.