

# Business Licensing

## What are the steps for registering my business?

It is required that you register your business with the State of Utah, unless you are a sole proprietorship AND using your own name as your business name. Please visit <https://corporations.utah.gov/online-business-registration/> to register. You will then need to apply for a business license through the city of Springville which is done on our website here: <https://www.springville.org/community-development/business-licensing/> .

## How do I apply for a business license?

First, you would need to register your business with the state of Utah. You can do this by going here: <https://corporations.utah.gov/online-business-registration/> . Once you have completed that step, you can begin your Springville City application here: <https://www.springville.org/community-development/business-licensing/business-license-applications/> Once your application has been completed and submitted, it will be reviewed by the Business Licensing Officer who will then reach out via email if there are any questions, missing documents, or missing information.

## How do I determine if I want to be an LLC, Corporation, Proprietor, etc.?

You can determine this by visiting [www.corporations.utah.gov](http://www.corporations.utah.gov) and they can talk you through the different options and which one is best for your specific business set up.

## When should I charge sales tax?

If you are selling any tangible personal property, you must charge sales tax. If you are providing a service for labor to repair, renovate, or clean tangible personal property, you must charge sales tax. Please visit the Utah State Tax Commission's website to determine if your business must charge sales tax. <https://tax.utah.gov/business>

## What are the Articles of Organization?

The Articles of Organization is a document from [www.corporations.utah.gov](http://www.corporations.utah.gov) that is given to you when you set up your business structure. You will only receive this if you are an LLC or Corporation. It details out how your LLC or Corporation is set up.

## Do I need a business license if my business is in my home?

If your business:

1. has less than 6 customers a day visit your home,
2. there are not multiple vehicles parked at your home for the business,
3. is contained 100% within your home,
4. does not create odor, fumes, dust, light, glare, color, design, materials, construction, lighting, sounds, noises, fumes, vibrations, etc. that would disturb the peace and quiet of your neighborhood,



then you are not required to have a business license with the city of Springville. You are still required to register your business with the state of Utah, however. If you have a daycare in your home, you **ARE** required to have a business license with the city AND register your business with the state of Utah.

### [Do I need a business license if I am just using a commercial space for extra storage?](#)

-Per Springville city code 7-1-103, It shall be unlawful for any person, either directly or indirectly, to conduct any business or nonprofit enterprise, or to use in connection therewith any premises, machine or device, without a license therefor being first procured and kept in effect at all times as required by this Chapter. Obtaining a license under this Chapter shall not relieve any person from obtaining such other license or permit as may be required by this Title, Chapters 2 through 8.

(2) For purposes of this Title, a person shall be deemed to be in business or engaging in not-for-profit enterprise, and thus subject to the licensing requirements hereof, when they perform one (1) act of selling any goods or service, or soliciting business or offering goods or services for sale or hire, or acquiring any premises in the City for business purposes.

A business license is required for any commercial space used for business storage.

### [Do I need a license/permit if I am renting to others in Springville?](#)

If you are renting to others for less than 30 days, you are required to have a short-term rental business license. In order to rent for short-term rentals, however, you are required to live in the main dwelling and be present as the host. Here is the Short Term Rental ordinance and application:

<https://www.codepublishing.com/UT/Springville/#!/Springville11/Springville116.html#11-6-133>

<https://app.civicreview.com/application/62851c5e863d673c2ade5734>

There is a permit required (not a business license) for an Accessory Dwelling Unit for long-term rentals. Here is the ordinance and a link to the application:

<https://www.codepublishing.com/UT/Springville/#!/Springville11/Springville116.html#11-6-134>

<https://app.civicreview.com/application/62851c5e863d673c2ade5734>



## I'm applying for a business license, but I've been told I need to submit a Change of Use Permit. Why?

A Change of Use Permit is a permit through the building department that changes the use of a unit/building from what the previous use was in that space. For example, if it was previously used for storage but will now be used as a print shop, a change of use permit would be required to establish its new use, which also affects the occupancy load of that space, the ADA compliance requirements, and possible # of bathrooms and/or drinking fountains required.

## What is needed for a change of use?

The most important information needed in this application is a Code Analysis from an Architectural Design Group. For the building permit application, you will need to provide

(1) Code Analysis from an Architectural Design Professional. The code analysis addresses occupant load, exiting, possible fire resistive construction, number of restrooms and Americans Disability Act accessibility accommodations.

(2) a floor plan showing any modifications planned for this part of the building. To start the Change of use application,

To apply, start by going to the building department page for Springville City, <https://www.springville.org/community-development/building-division/> Click the "Create an Account" button. After you have entered your email, name and phone number, the program will send you an email to verify.

Then you can login at <https://springville.mycityinspector.com/login> to fill out the application and upload a sketch of the existing floor plan and site plan. For Type of Permit, select "change of use"

## What is needed for a pallet racking permit?

For the building permit application, you will need to provide

(1) an engineered drawing of the pallet racking from an Engineer.

(2) a floor plan showing any modifications planned for this part of the building

To start the pallet racking permit,

Click this link to the Building Department page for Springville City:  
<https://www.springville.org/community-development/building-division/> .

Then, click the "Create an Account" button. After you have entered your email, name and phone number, the program will send you an email to verify.

Then you can login at <https://springville.mycityinspector.com/login> to fill out the application and upload a sketch of the existing floor plan and site plan.

For Type of Permit, select "pallet racking"



### Why do I need to provide a building plan?

Providing a building plan is required for numerous reasons. First, the city is only required to keep building plans on file following our retention schedule, which means we may not already have the building plans on file. Second, it shows us what the space looks like when you move into it, so we know that no changes have been made without a building permit. Lastly, it helps us determine the occupancy load of the space based on the measurements and use of each room. It can be hand drawn and does not have to be scale, but must include overall measurements, use of each room, and measurement of each room.

### What does the Fire Marshal look for during his inspection?

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.