

**SEASONAL BUSINESS APPLICATION
 HEBER CITY CORPORATION
 BUSINESS LICENSE DIVISION
 75 North Main, Heber City, Utah 84032
 (435) 654-4830**



- New Application**
 Amended Application

Administrative Use Only

Date of Application _____
 NAICS Code _____ License # _____
 Business Type _____
 Fire _____ Building _____
 Class "C" Fireworks _____
Commercial Liability Insurance _____
 License fee _____
 Total _____

SECTION I: Business Information – Please type or print

Business Name:			Business Owner:			Business Manager:		
Business Location:				Mailing Address:			No. of Employees:	
Business Phone No.:			Business Fax No.:			Business Email:		
Business Start Date: _____ Business End Date: _____ (Seasonal business may not exceed more than six (6) months in any calendar year)					Federal License (if any): _____ No. _____ Expires: _____			
Federal ID No.: _____ / <input type="checkbox"/> SSN <input type="checkbox"/> EIN					Utah Corporation/LP/LLC or DbA No.:			
Sole Proprietorship	General Partnership	Limited Partnership		Limited Liability Co.	Profit Corp.	Non-Profit Corp.	DbA	
State Tax: Withholding No.:					State Sales & Use Tax No.:			
Has the City of Heber ever licensed the applicant(s)/owner(s)? _____ if yes, when? _____ If yes, under what business name(s)? _____					State License (if any): _____ No. _____ Expires: _____			
Is this business engaged in selling Class (C) Fireworks? yes no If the answer to the question above is yes, then you are required to pay an additional fee of \$200 plus have commercial general liability insurance including premises and operations liability in the amount of one million dollars per occurrence and one million dollars for products and completed operations aggregate.								
Restroom facilities must be provided for employees by another business within 300 feet of your seasonal business I, _____, owner of property located at _____ hereby grant _____, permission to use my restroom facilities Signature _____ Date _____								
I, _____, the owner of the property located at _____, consent to the placement of this business and accompanying structures on the premises. Signature _____ Date _____								
Office Use Only								
Police Department Public Works/ Engineering			Wasatch County Health Dept. Building Department					
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date _____		Business License Administrator _____					
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date _____		Fire Marshall _____					
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date _____		Zoning Administrator _____					
SECTION II. Check All That Apply					SECTION III: Please attach site plan showing property lines, streets & setbacks, also describe any structures to be used, and describe the business.			
Christmas Tree Sales Fireworks Stands Shaved Ice Stands			Nurseries Florists Produce Stands Other _____					

Seasonal Business Site Plan

Please use the space below to indicate adjacent streets, the exit/entrance locations from the street/streets, the location of the temporary structure on the property in relation to other structures, the distance of the temporary structure from the curb and what material the temporary structure will be constructed of. Also, please identify the location of any electrical hookups if any are planned to be utilized.

A large, empty rectangular box with a thin black border, intended for the user to draw and describe their seasonal business site plan. The box occupies the majority of the lower half of the page.

Information for New Businesses

1

The following pages should answer your questions as to how the Business Licensing Process works at Heber City, and;

2

Provide information to resources for satisfying state licensing requirements, financing and assistance.



**HEBER CITY CORPORATION
BUSINESS LICENSE DIVISION**
75 North Main, Heber City, Utah 84032
(435) 654-4830

Commercial Business Licensing Requirements

If the proposed business is new or the location is new, you should contact the Zoning Administrator and Building Inspector prior to submitting the application to determine compliance with the zoning ordinance and building codes for your proposed business and location.

This packet of forms is for businesses that are non-residential. Complete the application in its entirety. Please answer all questions and sign the application. Compliance with pertinent Local, State and Federal statute, and other regulatory code, is required to acquire and maintain a license in the City of Heber City. The Business License Division is open to the public from 7:30 a.m. to 6:00 p.m., Monday – Thursday, except on legal holidays. You may call 435-654-4830 with questions or for assistance. **(Allow 2-4 weeks for the entire normal process – plan ahead!)**

OneStop Online Business Registration located at www.business.utah.gov/ has been available since August 5, 2003. At this website you will be able to register your business online with the *Internal Revenue Service, the Utah State Tax Commission, the Utah Labor Commission, the Utah Department of Commerce, the Utah Department of Workforce Services and the Utah Department of Environmental Quality* and once completed you will receive all of the necessary licenses and ID numbers which can be downloaded onto a **CONFIRMATION PAGE** for our office. Before beginning the registration process, please review the [list on the homepage of who can use the online system](#) and the information you will need to get started.

Other Agencies / Authorities you may need to contact:

- | | |
|---|--------------|
| Wasatch County Health Dept. | 435-657-3264 |
| Utah Department of Professional Licensing | 801-530-6628 |
| Utah Alcohol Beverage Control | 801-977-6800 |
| Utah Dept. of Agriculture | 801-538-7124 |
| Day Care Licensing | 801-538-9299 |



Your Business License Fees are determined by the type of business you have. (Please see the following page for the Fee Schedule)

Attach verification that your business is registered with the Utah State Department of Commerce.
160 East 300 South www.commerce.state.ut.us
Salt Lake City, UT 84101 Phone: (801) 530-4849 or (877) 526-3994
Fax: (801) 530-6438

Attach verification of current Utah State Sales Tax number from the Utah State Tax Commission if applicable. Businesses which have employees and certain business structures must also obtain a

Utah State Tax Withholding number, if applicable please attach verification from the Utah State Tax Commission.

210 North 1950 West <http://www.tax.ex.state.ut.us/>

Salt Lake City, UT 84134 Phone: (801) 297-2200 or Toll-free (800) 662-4335

Attach verification of Federal Employer Identification Number (FEIN) if applicable. Businesses must obtain a Federal Employer Identification Number (FEIN) unless owned by a sole proprietor with no employees. To file SS-4 Form or to contact:

Attn: EIN Operations Tele-TIN: TOLL FREE (800) 829-4933

Philadelphia, PA 19255 Fax-TIN: (215) 516-3990

All businesses are subject to approval by Planning & Zoning, Building Official, and the Fire Inspector before a license is issued or before operation can begin and may be subject to approval by the Health and Police Departments if applicable. Fire Inspections will not be conducted until the site is entirely set up for business.

A criminal background check will be required for all applicants dealing with alcohol, child daycare, motorized street vending, transient and temporary sales. Please contact the following to obtain your criminal background report:

Bureau of Criminal Identification

2888 West 5400 South Salt Lake City, UT 84114-8246

801-965-4445

www.bci.utah.gov

Attach verification of your professional license if you are a Doctor, Dentist, Cosmetologist, Massage Therapist, Construction Contractor or any other profession or occupation which is subject to professional/occupational licensure. (see page 6-9 in the "Doing Business in Utah Book" at <http://tax.utah.gov/forms/pubs/pub-38.pdf> for a list of professions and occupations which require licenses)

Application fees, review requirements and processing time will vary by classification (allow at least two weeks). It is necessary for you to provide complete and accurate information on both sides of the business license application in order for us to process your form. If the application is missing any information or is submitted with incorrect fees it will be returned and processing time will be therefore delayed.

Business License Fees			
Description	Business License Fee	Fire Inspection	Total charge per business
Agricultural Services	\$33.00	\$30.00	\$63.00
Fishing, Hunting and Trapping	\$33.00	\$30.00	\$63.00
Mining and Quarrying	\$33.00	\$30.00	\$63.00
Construction Related Activities	\$60.00	\$30.00	\$90.00
Manufacturing Activities	\$110.00	\$30.00	\$140.00
Transportation, Communication and Utilities	\$90.00	\$30.00	\$120.00
Wholesale Trade	\$40.00	\$30.00	\$70.00
Retail Trade	\$110.00	\$30.00	\$140.00
Eating and Drinking Places	\$175.00	\$30.00	\$205.00
Pawn Brokers	\$333.00	\$30.00	\$363.00
Transient Merchants	\$200.00	\$30.00	\$230.00
Finance, Insurance and Real Estate	\$60.00	\$30.00	\$90.00
Services	\$80.00	\$30.00	\$110.00
Seasonal	\$55.00	\$30.00	\$200.00/Fireworks varies
Alcohol Fees are separate. Fees will be assessed at time of licensing.			

Information to Obtain the "Doing Business In Utah" Book

Welcome to the Utah Department of Commerce - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.commerce.utah.gov/> Go Links >>

utah.gov State Online Services Agency List Business.utah.gov Search Utah.gov GO

Utah Department of Commerce

Divisions

- Administration
- Committee of Consumer Services
- Consumer Protection
- Corporations **OneStop** Online Business Registration
- Occupational and Professional Licensing
- Public Utilities
- Real Estate
- Securities

We advocate, educate and regulate to assist businesses and protect the public.

Utah Department of Commerce
Heber Wells Building • 160 East 300 South
Salt Lake City, Utah

Quick Links

Online Services

Doing Business in Utah

Go

Programs

Factory Built Housing

Go

1000 Day Plan

Doing Business in Utah
A Guide to Business Information

This book is a reference which outlines most of the basic, state, federal, and local requirements for starting a business in Utah, and contains information on assistance available through local agencies and organizations.

Website for the Department of Commerce is: <http://www.commerce.utah.gov/>

Directions:

Go to: <http://www.commerce.utah.gov/>

Under Quick Links click the down chevron and choose "Doing Business In Utah"
Click the "Go" button or press enter on your keyboard

FIRE INSPECTION REQUIREMENTS

The following items are required to be corrected / installed prior to a fire inspection to obtain a commercial business license. Please call the Planning/Building/Business Licensing Office at 435-654-4830 to schedule a fire inspection once your business site is entirely set up for business.

- t Fire extinguishers are required in all businesses. A minimum, 5-lb. Fire extinguisher with a 2A:10BC rating or classification is required in most businesses. The fire extinguisher must be hung no higher than 5 feet from the top of the extinguisher to the floor and a minimum of 4 inches off the floor. These are to be serviced and tagged by a licensed contractor, even if it is new. A fire extinguisher is required for every 75 feet of travel distance.
- t The use of extension cords for permanent power sources are prohibited. The use of the power strip with a circuit breaker protection is allowed as long as the appliances being powered to not overload the electrical strip.
- t All electrical outlets, light switches junction boxes and other related electrical wiring must have all cover plates on and be in good working condition.
- t Storage of combustible items is not allowed in furnace rooms, mechanical rooms, or electrical rooms.
- t All electrical circuit breakers are required to be labeled in a manner that will indicate where and what the breaker services.
- t All blank spaces within an electrical panel must be covered with a cover plate or a blank circuit breaker.
- t The facility's address must be placed on the building in such a position as to be plainly visible and legible from the street or road fronting the property.
- t An evacuation plan must be developed and available at the time of inspection.
- t All exit signs (required if more than one exit) must be working and have a battery backup system or self-luminous (i.e. Atomic or nuclear powered).

We will inspect the business a day or two prior to opening or on the day of opening. All items listed above must be completed prior to an inspection. If there are questions regarding what is needed, please feel free to contact our office at 654-4830.