



## COMMERCIAL/GENERAL LICENSE APPLICATION CHECK LIST

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

- Businesses must register a business entity (D.B.A., trust, Corporation, LLC etc.) with the Utah Department of Commerce, Division of Corporations. The Utah Department of Commerce is located at the Heber Wells Building 160 East 300 South, SLC., or online at: <https://secure.utah.gov/> One Stop Business Registration
- Business involved with the sale of a tangible product and leasing equipment, must provide evidence of a State Sales Tax number. You may obtain the sales tax number at the same time as you register the business entity, at the [OneStop website](#) or obtain the sales tax number from the State Tax Commission at 210 N 1950 W, SLC. If business will commence in less than 4 weeks, you will need to apply for the number in person or on line via the above link. There is no fee. If you are relocating your business from another licensing jurisdiction. Please provide a TC-69C form or if opening a multiple location, then a TC-69B form available from the Tax Commission at <https://tax.utah.gov/forms-pubs>
- A completed Vernal City Business License Application, incomplete or illegible application will be returned, business license fees must accompany the application. [Please see fee schedule](#) Note: A penalty fee may be incurred for business conducted prior to obtaining a license. A license is granted when approvals have been received from all necessary departments.
- A completed Ashley Valley Commercial/Industrial Wastewater and Pretreatment Questionnaire Application. This application can be submitted with your Vernal City Business License Application or to Ashley Valley Water Reclamation Facility P.O Box 426 Vernal City, UT 84078. Phone (435)789-9805
- There are additional application requirements for alcohol sales, sexually oriented businesses, Taxi Cab Owners and Operators. Also, if your profession is regulated by the Utah Department of Occupational and Professional Licensing, a copy of that professional license must be supplied. Temporary or soliciting type businesses are licensed on a separate application with specific requirements. Please contact Business Licensing Office for further information. (435) 781-7143.
- License renewals are due January 1 each year. The License will indicate an expiration date. Renewal notices are sent as a reminder, but you are ultimately responsible for ensuring timely renewal payments. A 25% delinquent late fee assessed on accounts 30 days of delinquent. After 60 days, additional 25% delinquent penalty is assessed.