



# Application Form General License

374 East Main, Vernal, Utah 84078  
www.vernalcity.org

Date: \_\_\_\_\_

Paid: \_\_\_\_\_

License: \_\_\_\_\_

Phone 435-789-2255

FAX 435-789-2256

THIS IS ONLY AN APPLICATION. THE LICENSE WILL NOT BE ISSUED UNTIL REVIEWS ARE COMPLETE.  
BOTH SIDES OF THE APPLICATION MUST BE COMPLETED FULLY, INCLUDING ALL SIGNATURES.

<b>BUSINESS INFORMATION</b>			
<input type="checkbox"/> Corporation	<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> LLC
Business Name:			
Doing Business As (DBA):			
Physical Address:			
Mailing Address:			
Business Phone:		Business FAX:	
Email:		Website:	
Utah State Sales Tax Number:			
<b>Number of full-time employees NOT including the owner or proprietor:</b>			# <input type="text"/>
(2 part-time employees equal 1 full-time employee. Full-time is more than 35 hours/week.)			
Business Description:			
<b>APPLICANT</b>			
Name:		Email:	
Address:			
Daytime Phone:		Evening Phone:	
<b>AMENDMENT OF EXISTING BUSINESS LICENSE</b>			
<input type="checkbox"/> Change of Address-Previous Address:			
<input type="checkbox"/> Change of Owner-Previous Owner:			
<b>MANAGER/EMERGENCY CONTACT</b>			
Name:		Phone:	
Address:			
<b>PROPERTY OWNER (if location is leased)</b>			
Name:		Phone:	
Address:		<b>***Permission for Property Use*** (please attach letter)</b>	

<b>ADDITIONAL INFORMATION (fill in as applicable)</b>		
Required State/Federal Licenses (Example: contractor's license. Include name of issuing agency.)		
License 1:	License 2:	
Apartment-Hotel and Lodging/Amusement Devices		
Number of Rental Units:	Number of Manufactured Home Spaces:	
Number of Chairs or Seats:	Number of Electronic Games, Pool Tables Etc.: _____ (\$15.00per machine)	
Have you previously operated any business activity that required a business license? If so, please list:		
Name:	Address:	Have you had a business revoked?
Dates:		<input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, please attach explanation)
<p><b>APPLICANT:</b></p> <p>1) <b>Mandatory review process</b> - This application DOES NOT constitute a business license. All applications are subject to the review process mandated by Title 5 of Vernal Municipal Code. Incomplete applications will not be processed. Decisions on applications are made based on:</p> <p>(i) the information provided on the application materials, and</p> <p>(ii) reviews and inspections performed, as required.</p> <p>2) <b>Additional Requirements</b> - Under Vernal Municipal Code, additional business license application requirements are necessitated for some business types.</p> <p>3) <b>Denial of License</b> - Application denial or subsequent license suspension or revocation is most often the result of:</p> <p>(i) an inaccurate or incomplete application, or failure to update information with the City, and/or</p> <p>(ii) non-compliance with Vernal Municipal Code, Land Use Code, and/or applicable building, fire, and environmental codes.</p> <p>4) <b>Other regulatory bodies</b> - It is the responsibility of the applicant to determine and comply with any requirements from other regulatory agencies.</p> <p>5) <b>Signage</b> - Permanent signage requires a separate Building Permit application, which is administered by the Planning and Development Department (435-789-2271).</p> <p>6) <b>Building alterations</b> - All alterations to buildings or spaces, including electrical, plumbing, and mechanical alterations, require a separate building permit and inspections as established by State of Utah and Vernal City Code. Building permits are administered by the Planning and Development Department (435-789-2271).</p> <p>7) <b>Occupying buildings</b> - It is the RESPONSIBILITY OF THE APPLICANT to ensure that all Building requirements are met before using any structure to conduct business. A Business License is not a Certificate of Occupancy and the possession of a Business License DOES NOT itself authorize a building to be occupied or used.</p> <p>8) <b>Please note that it is a class B misdemeanor to operate a business within Vernal City without a license.</b></p>		
<p><b>I affirm that:</b></p> <p>(i) <b>I am an authorized agent of the business for which application is being made, and</b></p> <p>(ii) <b>the information on this form and on all application materials is both complete and accurate to the best of my knowledge.</b></p>		
<b>*Signature:</b> _____		<b>Date:</b> _____

<b>ADMINISTRATIVE ACTION (for office use only)</b>	
Fees:	
<input type="checkbox"/> Base _____ <input type="checkbox"/> Pro-Rated _____ <input type="checkbox"/> Address Change _____ <input type="checkbox"/> Fine _____ <input type="checkbox"/> FTE x \$3 _____ <b>TOTAL</b> _____	
Date Received:	Land Use Zone:
License Category:	Parcel Number(s):
<b>PLANNING DEPARTMENT:</b>	
Signature:	Date:
<b>BUSINESS LICENSE CLERK:</b>	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
Signature:	Date:



## Assessor's Form

Congratulations on the establishment of your new business. To smooth your business path, please be aware of the following statutory provisions relating to businesses:

- ❖ Utah Code, annotated 59-2-101 et seq., requires that each business pay property tax on the equipment and fixtures used in its operation.
- ❖ To assist the Assessor in determining what taxable equipment you have, Utah Code requires you to file an affidavit each year with the Assessor's Office.
- ❖ Business names are also picked up through phone listings and state and local government agencies. Property that has escaped taxation can be picked up and back billed to you with interest and penalties.
- ❖ The responsibility for business taxes is a personal obligation of the business owner.

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Please fill out the applicable fields below (pick one of the three groups).

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### Existing Business:

Business Start Date (date began operating):

Name of Business:

Owner's Name:

Address of Personal Property:

Mailing Address:

Telephone Number: \_\_\_\_\_

### New Business:

Business Start Date (estimated Commission approval date):

Name of Business:

Owner's Name:

Address of Personal Property:

Mailing Address:

Telephone Number:

### Business Name Change/New Owner:

Prior Name of Business:

New Name of Business:

Owner's Name:

Address of Personal Property:

Mailing Address:

Telephone Number:

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### Type of Business:

**What Type of Equipment Do You Have?** (computers, machinery, furniture, file cabinets, manufacturing equipment, and estimate cost of office supplies)

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# COMMERCIAL / INDUSTRIAL WASTEWATER & PRETREATMENT QUESTIONNAIRE

ASHLEY VALLEY WATER RECLAMATION FACILITY P.O. BOX 426 VERNAL, UT. 84078 (435)-789-9805 OR FAX (435)-789-9806

Business Name:	Phone:
Business Address:	Mailing Address:
<b>Signing Official</b>	<b>Contact Official</b>
Print Name:	Print Name:
Print Title:	Print Title:
Phone:	Phone:
Standard Industrial Classification Code (SIC#):	Does your business location have sewer connections other than sinks and toilets? (Such as floor drains?) (If yes, is there a oil/grease separator or sediment trap?)
Briefly describe business product, manufacturing, or service:	List principle raw materials used in manufacturing:
List types of Chemicals used (include all cleaning solvents, acids, soaps, etc.):	Will any of these chemicals be entering the sewer system?(List & Include MSDS)
Estimation of how much water will be used monthly?(Gallons)	
Domestic Use:	Process or Shop Use:

I am familiar with the information contained in this questionnaire and swear that the information is true, complete, and accurate. If any of the answers to the questions contained in this questionnaire change, the business will immediately notify the Ashley Valley Water Reclamation Facility of the proposed change(s). Notification does not constitute the approval of the proposed change(s) to the wastewater discharge.

Signature of Signing Official

Date

**Please return this form with your Business License Application or Renewal.**  
(ANY QUESTIONS, CONTACT THE ASHLEY VALLEY WATER RECLAMATION FACILITY 435-789-9805.)