



# General/Commercial License Application

Date: \_\_\_\_\_ Fee: \_\_\_\_\_ License# \_\_\_\_\_

**\*THE LICENSE WILL NOT BE ISSUED UNTIL REVIEWS ARE COMPLETE, THIS MAY TAKE UP TO 21 DAYS\***

**BUSINESS INFORMATION** **(PLEASE MAKE SURE APPLICATION IS COMPLETE)**

Corporation    Proprietorship    Partnership    LLC    Address Change-\$25.00    Ownership Change

Business Name/DBA: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Mailing Address if different: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Description: \_\_\_\_\_

Does your business involve the sale of tangible products?  Yes  No      Utah State Sales Tax Number: \_\_\_\_\_ - \_\_\_\_\_STC  
(Please be sure this number is coded to the City of Vernal)

Does your business require a Utah Division of Occupational License?  Yes  No If so, what type and license number: \_\_\_\_\_

Number of Employees other than self: \_\_\_\_\_      Number of Hotel/Motel or Lodging Rooms: \_\_\_\_\_  
(2 part-time employee's equal 1 full-time employee. Full-time is more than 30 hours/week.)

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**ADDITIONAL INFORMATION**

Property Owner Name *(if applicable)*: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**APPLICANT AGREEMENT**

**This form is an application for a business license. The actual license will be issued only after this business is in compliance with all City, State, Federal, Fire and building codes and ordinance an all inspections are completed and approvals given. Missing or incomplete information on this application may significantly increase the time needed for approval. Operating without a business license is a Class B Misdemeanor, with each day of noncompliance constituting a separate violation.**

**I, the undersigned, hereby agree to conduct said Business strictly in accordance with all Vernal City Codes governing such business and swear, under penalty of law. That the information contained herein is true and correct to the best of my knowledge, I understand that to falsify any information on this application is grounds for denial and/or revocation of an applicable license and issuance of any other penalties as provided by law. I acknowledge my responsibility to renew my Vernal City Business License and pay any and all late fees, if applied.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ADMINISTRATIVE ACTION (for office use only)** **Date Received:** \_\_\_\_\_

Fee: \_\_\_\_\_ Health Dept. needed:  Yes  No      Parcel ID: \_\_\_\_\_ Zone: \_\_\_\_\_

Planning Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business License Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## COMMERCIAL/GENERAL LICENSE

- Register your business name with the State of Utah using their one-stop registration website: [www.corporations.utah.gov](http://www.corporations.utah.gov).
- Obtain a Sales Tax Number, if your business involves the sale of tangible products. Please make sure this number is coded to the City of Vernal. <https://tax.utah.gov/sales>
- Federal Identification number- <https://www.irs.gov/filing>
- Tri-County Health Certificate (Contact the Health Department for information if you will be running a business that has food services). <https://tricountyhealth.com/>
- Complete Vernal City Business License Application, listing all requested information.
- Certain business may also be required to provide surety bonds or undergo background investigations.
- If your business space is in a new development or remodeled, there will be other requirements from the Planning/Zoning Department that will need to be met prior to obtaining your business License. Planning/Zoning: (435) 789-2271.
- Bring to the Vernal City Offices, Finance Department a completed Business License Application, license fee and a copy of the following that are applicable:
  1. The name registration with the state (or copy of stamped Articles of Incorporation)
  2. Tax license
  3. Occupational License
  4. Health Certificate
  5. Criminal Background

Business License fees are due at the time of submitting an application. Included in the fee is a **non-refundable** application fee of fifty dollars (\$50.00) should a license not be approved.

Once the application is complete and submitted, and all applicable departments have approved the application, a business license will be issued. **The process may take up to 21 days.**

\*\*Licenses are **NOT** transferable from address to address, nor from owner to owner. Any change of location, ownership or corporate information requires a new application to be submitted.



## **LIST OF CONTACTS FOR LICENSING BUSINESSES**

### **Vernal City:**

Business License Clerk:(435) 781-7107  
Finance Department: (435) 789-2255  
Planning/Zoning: (435) 789-2271

### **State of Utah Department of Commerce** Phone: (801) 530-4849

All entities doing business in Utah under an assumed business name must register with the State of Utah, Department of Commerce. If you are using your own name as your business name it will not need to be registered. A filing fee is charged based upon the type of organization.

### **State Tax Information** Phone: (801) 626-3460

Most businesses are required to collect and remit sales tax for goods (and some services) they provide to consumers. For information related to income tax, sales and use taxes, and other applicable state taxes as well as information concerning applications for a state tax number may be obtained from the Utah State Tax Commission.

### **State Professional License** Phone: (801) 530-6628

Under certain circumstances, a special State license (DOPL) may be required for your business. Usually, only professionals need a state business license, i.e. CPA's, cosmetologist, contractors etc

### **Agriculture** Phone: (801) 538-7100

Contact the State if you will be conducting a business that involves bakeries, convenience stores, grocery stores, or the application of pesticides. Please contact the Utah Department of Agriculture and Food at

### **Alcoholic Beverage Control** Phone: (801) 977-6800

Contact the State Department of Alcoholic Beverage Control if you plan on having any alcohol at your location.

### **Tri County Health Department (Vernal Office)** Phone: (435) 247-1177

Contact the Health Department for information if you will be running a business that has food services.

### **Utah State Child Care** Phone: (801) 273-6617

Contact the State Office of Licensing if you plan on opening a child care/day care center at your home or in a commercial location.

### **Internal Revenue Service (Federal Tax I.D. #)** Phone: (866) 816-2065