



BUSINESS LICENSE APPLICATION

License # _____

Please print clearly an answer to EVERY question. Incomplete applications will not be accepted.

BUSINESS INFORMATION

Business Name/DBA:	
Business Address: Vernal City, Utah 84078	
Business Phone:	Business Email:
Mailing Address:	City/State/Zip:
Number of Employees at the Location: <input type="text"/>	The number of Hotel/Motel or Lodging Rooms: <input type="text"/>
Nature of Business: <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Services <input type="checkbox"/> Other:	
Detail Description of Business:	

BUSINESS OWNER'S INFORMATION

Name:	Phone:	Email:
Address:	City/State/Zip:	
Is this application being filled out by the Business Owner? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If no, provide the applicant info)</i>		
Applicants Name :	Title:	Phone:

STATE AND FEDERAL INFORMATION

Ownership Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Other:	
Federal EIN:	Professional License (DOPL):
Does your business sell products? <input type="checkbox"/> Yes <input type="checkbox"/> No	Utah State Sales Tax Number:

PROPERTY OWNER *(OWNER OF THE PROPERTY WHERE THE BUSINESS IS LOCATED)*

Name:	Phone:	Email:
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I, (we) the undersigned, hereby agree to conduct said Business strictly by 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. If applied, I acknowledge my responsibility to renew my Vernal City Business License and pay any late fees.

Applicant Signature: _____ **Title:** _____ **Date:** _____

Applicant/Owner are the same. **Owner Signature:** _____ **Date :** _____

OFFICE USE ONLY

License # _____	BUSINESS LICENSE APPROVAL: _____ DATE: _____
Date: _____ Fee _____	UINTAH FIRE CHIEF APPROVAL: _____ DATE: _____
Parcel: _____ Zone: _____	ASSISTANT CITY MANAGER/PLANNER _____ DATE: _____



374 EAST MAIN ST
 VERNAL, UTAH 84078
 BUSINESS LICENSE#: 435-781-7143
<https://www.vernalcity.org/438/Business-Licensing>

REQUIREMENTS FOR COMMERCIAL BUSINESS

The State of Utah has developed a [One-Stop Online Business Registration Website](#) that streamlines the process of registering a new business. The site is available 24 hours a day. It will guide you through a series of questions designed to comply with federal and state government registration requirements. When your Utah State registration is completed, you'll receive the necessary licenses/registrations and account numbers. You will need to print a copy or save a PDF of those documents to submit with your Vernal City Business License Application.

- Before applying, verify the business address is within [Vernal City Limits](#).
- Apply [ONLINE](#) or by Application for a Vernal City Business License.
- Submit the appropriate application fee, the application fee is based on the number of employees per year, see the consolidated fee schedule below.

# EMPLOYEES	FEE	# EMPLOYEES	FEE
0 (Owner Only)	\$65.00	51-75	\$295.00
1-5	\$75.00	76-100	\$400.00
6-10	\$100.00	101-150	\$600.00
11-25	\$135.00	151-200	\$800.00
26-50	\$195.00	201+	1,200.00

ADDITIONAL REQUIREMENTS *(if applicable to your business)*

- Copy of written approval from [Tri-County Health Department](#), applicable for any food establishment.
- Copy of current State of Utah Professional License, /Occupational License.
- Businesses that work with firearms (cleaning, repairing, constructing, etc.) commercial or home-based, must obtain Federal approval from ATF before applying for a license.
- Copy of the Department of Agriculture and Food certificate.
- Other requirements deemed necessary in the approval process.

The processing time for a business license is approximately 14 working days. It may take additional time if you are in need of Health, Agriculture department approval, fire inspection, etc.

Please be aware that you must have your license issued prior to opening or operating.

BUSINESS LICENSE CONTACT INFORMATION

Utah Department of Commerce

Business Name Registration (DBA, CORP, LLC, Partnership, etc.) 160
East 300 South, SLC 801-530-4849 or 1-877-526-3994

www.business.utah.gov/registration

(To register name)

Utah State Tax Commission

Sales Tax (tax number must be coded to Vernal City)

150 East Center #1300, Provo 801-374-7070

www.tax.utah.gov

Utah Division of Occupational & Professional License

(Contractor, Cosmetology, Real Estate, etc.)

160 East 300 South, SLC 801-530-6628

www.secure.utah.gov

Utah State License

(Car dealer, Body Shop, Dismantler, etc.)

210 North 1950 West, SLC 801-297-2600

Utah Department of Child Care Licensing

150 E Center, Provo 801-374-7688 or 1-800-894-2588

www.health.utah.gov/licensing

Department of Alcoholic Beverage Service

1625 South 900 West, SLC 801-977-6800

www.alcbev.state.ut.us

Department of Agriculture and Food

350 North Redwood Rd, SLC 801-538-7118

www.ag.utah.gov

Department of Human Services, Office of Licensing

(Residential Care Facilities; Residential Treatment Facilities, etc.) 195

North 1950 West, SLC 801-538-4171

www.dhs.utah.gov

Tri-County Health Department

133 S. 500 E. Vernal, UT 84078

Phone: 435-247-1177

<https://tricountyhealth.com/>

Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF)

257 East 200 South Ste 475

Salt Lake City

801-524-7070

www.atf.gov