



General/Commercial License Application

DATE:	
FEE:	
LICENSE#	

****PLEASE MAKE SURE APPLICATION IS COMPLETE****
THE LICENSE WILL NOT BE ISSUED UNTIL REVIEWS ARE COMPLETE, THIS MAY TAKE UP TO 21 DAYS

BUSINESS INFORMATION

Business Name/DBA:		Business Phone:	
Business Address:		<input type="checkbox"/> Property Owner <input type="checkbox"/> Rent/Lease	
Mailing Address:(if different)		City/State/Zip:	
Business Email:		Website	
Employees other than self: <input type="checkbox"/> <small>(2 part-time employee's equal 1 full-time employee. Full-time is more than 30 hours/week.)</small>		Number of Hotel/Motel or Lodging Rooms:	
Description of Business Activities:			

PROPERTY OWNER INFORMATION

Property Owner's Name:	Phone Number:
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FEDERAL AND STATE INFORMATION

Ownership Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Other _____	
Is Business Name Registered With the State? <input type="checkbox"/> Yes <input type="checkbox"/> No	Federal EIN Number:
Does your Business Involve the Sale of Tangible Products? <input type="checkbox"/> Yes <input type="checkbox"/> No	Utah State Sales Tax Number:
Professional License#:(if Applicable)	Type:

OWNER/MANAGER INFORMATION

Name:	Phone:	Title:
Home Address:		City/State/Zip:
Manager/or Partner(s) Name:	Title:	Phone:
Emergency Contact Name:	Phone:	

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.

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

ADMINISTRATIVE ACTION (for office use only)

Fee:	Health Dept. needed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Parcel ID:	Zone:
Planning Department Signature:		Date:	
Fire Inspector Signature:		Date:	
Business License Clerk Signature:		Date:	



374 East Main Street,
Vernal, Utah 84078
* 435-781-7107*

COMMERCIAL/GENERAL LICENSE APPLICATION CHECK LIST

- A Completed Vernal City Business License Application.**
- Proof of name/business registration issued by the Utah Department of Commerce.**
Businesses must register a business entity (D.B.A., trust, corporation, LLC etc.) with the Utah Department of Commerce. That agency is located at: Heber Wells Building 160 East 300 South, SLC., 801-530-6701 or Online at: **One Stop Business Registration: https://corporations.utah.gov/online_bus_reg.html**
- Copy of Certificate of Organization.**
This is for LLC's and Corporations, and can also be obtained with the Utah Department of Commerce or at OneStop when registering the business entity.
- Proof of State Sales Tax number.**
Business involved with the sale of tangible product must provide evidence of a State Sales Tax number. A State Sales Tax number can be obtained when the business is registered at the OneStop website; you may also obtain the State Sales Tax number from the State Tax Commission at 210 N 1950 W, SLC, 801-530- 4849. 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 www.Utah.GOV *Please make sure this number is coded to the City of Vernal.*
- Proof of Federal Employer's Tax I.D. Number.**
Every person who pays wages to one or more employees or who is required to file any federal reports must apply for a Federal Employer's Tax I.D. Number. This can be done by filling out form SS-4 with the IRS at: 50 S 500 East, Salt Lake City, 1-800-829-1040 or by going to the IRS website: <https://www.irs.ustreas.gov/formspubs/index.html>. A Federal EIN can also be obtained when the business registers at the OneStop website.
- Additional Items. (if applicable)**
 - o Utah Bureau of Criminal Identification (BCI)
 - o Tri-County Health Certificate
 - o Copy of Current State of Utah Professional License
 - o Surety bond
 - o Proof of identification

Business License Information:

- 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.**
- 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.
- 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.



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LIST OF CONTACTS FOR LICENSING BUSINESSES

VERNAL CITY		
<u>Business License Clerk</u> 435-781-7107	<u>Finance Department</u> 435-789-2255	<u>Planning/Zoning</u> 435-789-2271
LOCAL AGENCIES & RESOURCES		
<u>Tri County Health Department</u> 133 S. 500 E. Vernal, UT 84078 Phone: 435-247-1177 https://tricountyhealth.com/	<u>Vernal Area Chamber of Commerce</u> 134 W. Main St. Vernal, Utah 84078 Phone: 435-789-1352 https://www.vernalchamber.com/	<u>Uintah County Travel and Tourism</u> 152 E. 100 N. Vernal, Utah 84078 Phone: 800-477-5558 https://www.dinoland.com/
The Community Calendar		
 https://www.thisisvernal.com/		

UTAH STATE AGENCIES		
Utah State Sales Tax Commission	801-297-2200	https://tax.utah.gov/contact
Utah Division of Occupational and Professional Licensing (DOPL)	801 530-6628	https://dopl.utah.gov/index.html
State of Utah Department of Commerce	801 530-6701	https://commerce.utah.gov/whomust.html
Utah Department of Agriculture and Food	801-538-7100	https://ag.utah.gov/
Utah Department of Alcoholic Beverage Control	801-977-6800	https://abc.utah.gov/
Utah State Child Care	801-273-6617	https://childcarelicensing.utah.gov/
Utah Internal Revenue Service (Federal Tax I.D Number)	800-829-4933	https://www.irs.gov/
Utah bureau of Criminal Identification	801-965-4445	https://bci.utah.gov/
Utah Business Resource Centers	801-538-8680	https://business.utah.gov/contact/