



Commercial Business License Application

Type of Application

- New Application
Change of Location
Change of Name
Other _____

License #: _____

Date: _____

Yearly Fee: _____

Pro-Rated Fee: _____

City of North Salt Lake
10 East Center Street • North Salt Lake • Utah • 84054
801.335.8700
www.nslcity.org

- Print clearly or type an answer to every question. Incomplete applications will not be accepted.
- Application approval is required prior to operating at this location.
- All Federal and State numbers must be obtained before application and fee will be accepted.
- **Attach a site plan identifying the parking and outdoor storage, if any.**
- Commercial business licenses expire December 31st of each year.

SECTION 1: BUSINESS INFORMATION

Business Name:	Start Up Date:	Parcel ID:
DBA (Doing Business As):		Zoning:
Business Location Address:		
Mailing Address:		
City:	State:	Zip:
Local Business Phone:	Corporate Business Phone:	
Website:	Business Email:	

SECTION 2: FEDERAL AND STATE INFORMATION

To apply for a Federal EIN, go to <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/How-to-Apply-for-an-EIN>. To register your business and receive a State Sales Tax Number, go to https://corporations.utah.gov/online_bus_reg.html (One Stop Business Registration). If you have additional questions regarding sales tax, contact the State Tax Commission at (801) 297.2200 or 210 N. 1950 W., SLC, UT 84134.

State Sales Tax No:		
Federal EIN:		
State Professional License Type:	No.	Expires:

SECTION 3: OWNER/MANAGER INFORMATION (MANDATORY)

COMPLETE IF APPLICANT IS A SOLE-PROPRIETOR

Business Owner Name:	Driver's License No:	Date of Birth:	
Owner Address:	City:	State:	Zip:
Email:	Phone No:		

LOCAL MANAGER

Local Business Manager Name:	Driver's License No.:	Date of Birth:	
Home Address:	City:	State:	Zip:
Email:	Phone No:		

SECTION 4: BUSINESS DESCRIPTION

Business Activity: Please choose one (1) that best describes your business. For Pro-rated Fee Amount Contact City 801.335.8701

<input type="checkbox"/> Automotive \$335 <input type="radio"/> Auction <input type="radio"/> Body & Fenders Shop <input type="radio"/> Car/Truck Wash <input type="radio"/> Dealers (New/Used) <input type="radio"/> Dealers, Recreational <input type="radio"/> Detailing Services <input type="radio"/> Glass Repair <input type="radio"/> Rentals <input type="radio"/> Repair & Services <input type="radio"/> Other <input type="checkbox"/> Bank/Credit Unions \$660 <input type="checkbox"/> Beer Sales \$300 \$2,000 Faithful Observance Bond <input type="checkbox"/> Business & Professional Services \$100 <input type="radio"/> Accounting/Tax Services <input type="radio"/> Animal Services <i>(boarding, grooming, veterinary)</i> <input type="radio"/> Architecture/Interior Design <input type="radio"/> Cash/Payday Loan <input type="radio"/> Copy/Printing Center <input type="radio"/> Dental/Medical <input type="radio"/> Engineering/Planning/Surveying <input type="radio"/> Investments/Financial Planning <input type="radio"/> Mortgage Broker/Serviceing <input type="radio"/> Office, General <input type="radio"/> Property Mgmt./Maintenance <i>(Janitorial, Rental, Yard Care)</i> <input type="radio"/> Real Estate <input type="radio"/> Research Technology <input type="radio"/> Scientific/Technical Consultant <input type="checkbox"/> Childcare Center/Preschool \$70 <input type="radio"/> Home <input type="radio"/> Commercial <input type="checkbox"/> Construction & Contractor Services \$265 <input type="radio"/> Abatement & Restoration <input type="radio"/> Alarm <input type="radio"/> Electrician <input type="radio"/> Excavation <input type="radio"/> Finish Carpentry <input type="radio"/> Fire Protection <input type="radio"/> General <input type="radio"/> HVAC/Mechanical/Plumbing <input type="radio"/> Landscape <input type="radio"/> Painting <input type="radio"/> Solar <input type="radio"/> Waste Mgmt./Recovery <input type="radio"/> Window Installation/Repair <input type="radio"/> Other <input type="checkbox"/> Convenience Stores \$800 <i>(With or Without Gas Sales)</i> <input type="checkbox"/> Convenience Store \$4,500 <i>(With Gas Sales, not pre-paid)</i>	<input type="checkbox"/> Grocery \$1,115 <input type="checkbox"/> Hotel/Motel/B&B \$1,325 <input type="checkbox"/> Mobile Food Service \$58 <i>(Food trucks & Carts)</i> <input type="checkbox"/> Manufacturing \$265 <input type="radio"/> Assembly <input type="radio"/> Asphalt <input type="radio"/> Chemical/Plastics <input type="radio"/> Construction Materials <input type="radio"/> Electronics <input type="radio"/> Equipment <input type="radio"/> Fabrication <input type="radio"/> Food <input type="radio"/> Furniture <input type="radio"/> Glass <input type="radio"/> General Manufacturing <input type="radio"/> Leather Work <input type="radio"/> Machining <input type="radio"/> Metal Products <input type="radio"/> Molded Products <input type="radio"/> Packaging <input type="radio"/> Paper <input type="radio"/> Textiles & Apparel <input type="radio"/> Woodworking, Cabinets, Finish Carpentry <input type="radio"/> Other <input type="checkbox"/> Pawn Shop/Used Goods/Antiques \$1,000 <i>(Plus applicable pawnbroker bond)</i> <input type="checkbox"/> Personal Services \$100 <input type="radio"/> Dance <input type="radio"/> Fitness & Health Services <input type="radio"/> Gym <i>(Exercise)</i> <input type="radio"/> Gymnastics/Cheerleading <input type="radio"/> Instruction/School <input type="radio"/> Laundry <input type="radio"/> Marital Arts <input type="radio"/> Massage Therapy <input type="radio"/> Mortuary <input type="radio"/> Music/Art/Photography <i>(Instruction, Studio, Gallery)</i> <input type="radio"/> Musical/Artistic Services <i>(Bands, DJ, etc.)</i> <input type="radio"/> Salon <i>(Cosmetology, Esthetician, Nails, etc.)</i> <input type="radio"/> Self-Defense <input type="radio"/> Other <input type="checkbox"/> Personal Services, Employee \$58 <i>(Stylist, estetician, technician in licensed salon)</i> <input type="checkbox"/> Pharmacy, Independent \$100 <i>(within another retailer)</i> <input type="checkbox"/> Rec. Sports & Amusement Centers \$430 <input type="checkbox"/> Refinery \$995 <input type="checkbox"/> Rehabilitation \$1,325 <i>(Residential Treatment Center)</i>	<input type="checkbox"/> Residential Housing (Base Fee) \$100 <input type="radio"/> Apartments/Rentals <i>(Good Landlord)</i> \$29 x ____ # of dwelling units <input type="radio"/> Apartments/Rentals <i>(No-Good Landlord)</i> \$115 x ____ # of dwelling units <input type="radio"/> Mobile Home Park <i>(Good Landlord Program)</i> \$33 x ____ # of pads <input type="radio"/> Mobile Home prk <i>(No-Good Landlord)</i> \$130 x ____ # of pads Attach Good Landlord Certification <input type="checkbox"/> Residential Housing, specialty \$70 <input type="radio"/> Assisted Living <input type="radio"/> Nursing Home <input type="checkbox"/> Restaurant \$335 <input type="radio"/> Catering Commissary <input type="radio"/> Dine In <input type="radio"/> Fast Food <input type="radio"/> Reception/Event Center <input type="radio"/> Restaurants <input type="checkbox"/> Retail Trade/Rentals \$220 <input type="radio"/> Retail Store, Online <input type="radio"/> Retail Store <input type="radio"/> Rentals <i>(Equipment, Furniture, Inflatables, Party, etc.)</i> <input type="checkbox"/> RV Resort \$490 <input type="checkbox"/> Self Storage \$220 <input type="checkbox"/> Sexually Oriented Business \$1,000 <input type="checkbox"/> Tavern \$265 <input type="checkbox"/> Temporary \$200 <input type="radio"/> Christmas Tree <input type="radio"/> Fireworks <i>(\$300 Bond)</i> <input type="radio"/> Parking Lot Sale <input type="radio"/> Shave Ice <input type="checkbox"/> Transportation \$335 <input type="radio"/> Air <input type="radio"/> Fleet Management Service <input type="radio"/> Freight Yards, Support Services <input type="radio"/> Ground Passenger <input type="radio"/> Moving <i>(Business, Household, Machinery, Rigging)</i> <input type="radio"/> Pipeline <input type="radio"/> Rail <input type="radio"/> Towing/Impound Lot <input type="radio"/> Trucking <input type="radio"/> Transit <input type="checkbox"/> Wholesale Trade \$335 <input type="radio"/> Distribution <input type="radio"/> Warehousing <input type="checkbox"/> Other \$70 Specify:
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Describe Your Business in Detail:

Will your business include any of the following? (Please mark all that apply)

<input type="checkbox"/> Food Establishment (Must include copy of County Health Permit)	<input type="checkbox"/> Alarm System	<input type="checkbox"/> Media of a Sexual Nature
<input type="checkbox"/> Alcoholic Beverage	<input type="checkbox"/> Dancing	<input type="checkbox"/> Amusement Devices (# of devices _____)
	<input type="checkbox"/> Door to Door Sales	

SECTION 5: REQUIRED SIGNATURES

Community Development Department-801.335.8720

Zone: _____

Permitted Use

Conditional Use

Zoning Clearance Conditions:

CUP#: _____

Community Development Approval:

Date:

Building Inspection-801.335.8724

Building Clearance Conditions:

Building Inspection Approval:

Date:

Police-801.335.8650

Police Department Conditions:

Police Department Approval:

Date:

South Davis Metro Fire District-801.677.2400

SDMFD Conditions:

Signature:

Date:

Business Licensing-801-335.8701

Licensing Conditions:

Signature:

Date:

SECTION 6: COMMERCIAL LICENSE FEES

Calendar Year License Fee: \$ _____

Prorated Calendar Year 20__

Penalty Fee: \$ _____

Total Fee: \$ _____

Receipt #: _____

Yearly License Fee: \$ _____

Renewal

Bond Required Type: _____

Amount: \$ _____

Cash Bond

(attach receipt)

Surety Bond

(attach copy of bond form)

Residential Rentals:

Apartments/Single Family

Mobile Homes

Good Landlord Certification *(attach)*

Base Fee: \$100 + # _____ x _____ = \$ _____

PENALTY: The application and fees provided for herein shall be due and payable on or before the 2nd day of January of each year, or before commencing a new business, trade, service, or profession. All license fees shall be delinquent February 1st. License fees outstanding as of February 2nd will be subject to a 25% penalty. Fees remaining outstanding as of March 2nd will be subject to a 50% penalty, and all fees remaining outstanding as of April 15th will be subject to a 100% penalty and will be turned over to the City Prosecutor for further action.

SECTION 7: APPLICANT AGREEMENT

I/we hereby agree to conduct said business strictly in accordance with all City of North Salt Lake codes governing such business, and swear under penalty of law that the information contained herein is true and correct. I/we also understand that to falsify any information on this application is grounds for denial and/or revocation of this license and other penalties as provided by law. No business license shall be transferred from one person to another, nor from one location to another.

Applicant Signature: _____

Date: _____

Applicant Printed Name: _____

Title: _____

SECTION 8: BUSINESS DETAILS

Please describe your type of business in detail, including daily operations that will occur at this location:

Will this business require a remodel or tenant finish? No Yes, *see building department for permit*

Will you require a new sign or sign face replacement? No Yes, *see building department for permit*

What are the hours of operation for your business:

How many employees will be working at this location?

Max # employees on highest shift:

of parking spaces dedicated to this business: On site: Street: Shared:

For street or shared parking, explain use and parking agreements:

Retail sales No Yes: Instore Online Only Both

Type and quantity of commercial vehicles at this location, how often they will be there, and where they will be stored:

Will there be outdoor storage of materials, equipment, vehicles, merchandise? Yes No

Describe:

Complete list of equipment to be used: *(attach additional sheets if necessary)*

Products, commodities, or materials stored, and their quantities:

List any hazardous materials used, the quantities stored, and storage methods:

(MSDS sheets must be readily onsite and available for fire inspection.)

Will you be selling, marketing, or advertising anything that could be considered to be sexual in nature?

- No Yes

If yes, please explain:

Mobile Food Truck Operators

Do you have a current business license with another city for your home location?

- No YES, which city: _____ license #: _____ expires: _____

Attach proof of approval to locate and operate mobile food business, must include the property owner(s) contact information (name, mailing address, telephone number, email address), specify restroom facilities available, any conditions attached to the location, and the signature of the owner granting the mobile food truck operator the right to conduct business on the property.

Attach health department food truck permit.

Attach proof of a local or state fire official approval.

Parking Plan

Attach a site plan with the following information:

- Building dimensions & floor plan of any indoor display area, sales offices, etc.
- Lot dimensions
- Customer & employee parking, including ADA spaces
- Vehicle display area and maximum number of vehicles to be displayed/stored on site

SECTION 9: BURGLARY & ROBBERY ALARM SYSTEMS



North Salt Lake Police Department
10 East Center Street
North Salt Lake, UT 84054

Title 5, Chapter 6 of the City of North Salt Lake Code contains regulations for burglary and robbery alarm systems within the city. The ordinance is at: http://www.sterlingcodifiers.com/codebook/index.php?book_id=873 or you may obtain a printed copy at the City Hall.

False alarms or faulty alarm systems divert essential resources and decrease response time with respect to other public service calls within the city. A service fee of \$100.00 for commercial alarms shall be charged to the owner of the alarm system for each false alarm exceeding three (3) alarms within a twelve month period. Any alarm user that has more than seven (7) false alarms within a twelve month period shall be subject to license revocation and shall be guilty of a class "B" misdemeanor.

The Police Department will monitor the number of false alarms and the City Administration staff will invoice property owners for the charges. To prevent the diversion of essential services on false alarms and to protect your business from being assessed false alarm fees, the following recommendations are suggested:

1. Ensure all employees, and appropriate vendors (if applicable), have their own security code and understand how to operate the system.
2. Arrange for regularly scheduled refresher training to ensure everyone knows about system changes or upgrades.
3. Move objects away from motion detectors.
4. Make sure hanging signs and curtains or blinds are not affected by air vents (which could activate motion detectors).
5. If you have a warehouse, instruct forklift operators to avoid striking door sensors and motion detectors.
6. Make sure exterior doors and windows fit tightly in their frames so that strong winds do not cause excessive movement.
7. Review your user list often and advise your alarm operation center of any changes. Changes would include adding and updating users and verbal passcodes.
8. Have your system regularly inspected by service professionals to ensure that equipment is working properly. If needed, upgrade an old alarm system.

The Police Department supports ownership of alarm systems and responds to all alarms. When responding to commercial alarms, the Police Department may request that a representative of your business, respond as well. To be assured that your alarm callout information is correct and updated, please complete the attached form and return it to the Police Department with your business license application.

Thank you for your support in helping us respond professionally to your alarms. Respectfully,
The North Salt Lake Police Department

SECTION 10: EMERGENCY CALL OUT INFORMATION



**Return to:
North Salt Lake Police Department
10 East Center Street
North Salt Lake, UT 84054**

To ensure the highest level of service to our business community, the North Salt Lake Police Department requests the following contact information for persons within your organization that can be reached after hours, on weekends, or on holidays. This information will be held in confidence and will not be shared with the public.

In the event of an emergency, such as an alarm, burglary, fire, unattended open door, or other suspicious activity on your property and business, officers will contact the persons listed below first. Designating persons to contact will ensure that your business receives information regarding emergency issues in a timely and efficient matter.

The North Salt Lake Police are pleased to welcome your business to the City and look forward to a beneficial partnership in the success of your business.

Business Name:

Date:

Business Address:

Business Phone:

CONFIDENTIAL HOME PHONE NUMBERS

This information is kept confidential and used only by the Police Department in the event of an emergency.

Name:	Title:	Home/Cell #:
Address:	D.O.B.:	Driver's License/State ID#

Name:	Title:	Home/Cell #:
Address:	D.O.B.:	Driver's License/State ID#

Name:	Title:	Home/Cell #:
Address:	D.O.B.:	Driver's License/State ID#

Do you have an alarm installed? No Yes,

Alarm Company:

Phone #:

South Davis Metro Fire Service

Proudly Serving the Communities of

Bountiful - Centerville - South Davis County - North Salt Lake - West Bountiful - Woods Cross

Fire Prevention Division

Dear Business Owner:

We are committed to the safety and success of your business. As such, a Fire & Life Safety Inspection may be performed on your business prior to your initial operation and routinely thereafter. We have attached a copy of our inspection form to assist with your preparation for this inspection.

In addition to a Fire & Life Safety Inspection, *Permitted Operations* will require a special inspection with an associated annual fee. The following are *Permitted Operations*:

<i>Daycare</i>	\$30.00
<i>Group Home</i>	\$50.00
<i>Assisted Living Facility</i>	
<i>1-20 Residents</i>	\$50.00
<i>21-50 Residents</i>	\$100.00
<i>51 or more Residents</i>	\$150.00
<i>Healthcare Facility</i>	\$200.00
<i>Firework Sales (Outdoor)</i>	\$300.00
<i>Fireworks Sales (Indoor)</i>	\$150.00
<i>Hazardous Materials Permits</i>	\$75.00 - \$500.00
<i>Motor Vehicle Fuel Dispensing (Public Access)</i>	\$75.00
<i>Hazardous Materials Storage</i>	\$200.00
<i>Hazardous Materials Dispensing</i>	\$300.00
<i>Hazardous Materials Production</i>	\$450.00
<i>Blasting or Explosives</i>	\$500.00
<i>Maximum per Business</i>	\$500.00

For additional information or to schedule a *Fire & Life Safety inspection* please call our offices at 801-677-2400.

Best Regards,

Casey T. Vorwaller

Casey T. Vorwaller
Fire Marshal