

# Business License Information

## How Do I Get A Price City Business License?

1. Start by registering your business name with the State of Utah. This can be done at their web site: <http://corporations.utah.gov/>. \* Click on the 'One Stop Business Registration icon. This site will register the name of your business, make sure no one else is using that name and secure it for your use only. It will then ask you a series of questions about your business and issue you a sales tax number if needed (if you are a selling a product rather than a service only). It will also ask you questions regarding the ownership of your business and issue you a Federal ID number (EIN) if you are going to be anything other than a sole proprietor.

When you have completed this process, please print the confirmation page and bring it with you when you turn in your business license application to 185 E. Main, City Recorder Office, Room 202.

2. If the nature of your business is any of the following, you will need to contact the Southeastern Utah District Health Department to complete all of their requirements. You must complete this step prior to applying for an Price City business license. The Health Department can be reached at 28 So. 100 E. Price, (435) 637-3671.

- Any business that serves and/or makes food or handles unpackaged foods in any way
- Pools or spas that will have public access
- Tattooing or piercing establishments
- Tanning beds open to the public
- Underground storage of gas for public access
- Used oil collection sites

3. Once you have completed the Utah State registration and the County Health Department process, if applicable, you may print off the application here on our site and fill it out. Bring your application to our office at 185 E. Main, Room 202 for processing. Here we will check over your application for completeness, check your state registration, verify your Health Department approval and accept your fees based on the fee schedule approval by the Price City Council and as indicated below. We will issue you a receipt that will act as proof of application and pending license. You can also schedule an inspection at that time if one is required for your business.

4. Your application will be checked for applicable zoning requirements. If your business requires a conditional use permit, you will be notified by Community Development Services, Room 201, Ph. (435) 636-3184. Additional fees may apply.

## Fees

The fee for a home based business is \$100.00 per calendar year and the zoning fee is \$50.00. You may need an inspection if clients will be coming to your home or other conditions necessitate an inspection for safety. This fee is a one time per location fee.

The business license fee for a commercial location is \$100.00 per calendar year and the Conditional Use Permit fee is \$100.00 (varies). All commercial businesses require an inspection.

The actual license for your business will only be issued after fees are paid and any necessary inspections are passed. If no inspection is needed, the certificate may be mailed after processing in approximately 7-10 days.

## What Is The Purpose Of A Business License?

The purpose of a Business License in the City of Price is to regulate and license business and occupations within the corporate limit of the City.

- To determine if businesses are operating within applicable laws and ordinances.
- To maintain a safe environment for the general public.
- To ensure that zoning and building codes are enforced.
- To maintain a list of currently licensed businesses for public access.
- To ensure that sales tax is properly remitted.

## Where Do I Get A Price Business License Application?

You may download a PDF version of the application by [clicking here](#). Or, you may come to our office at 185 E. Main, Price, Room 202 to obtain and complete and application.

## How Long Does It Take To Get A Price Business License?

It can take up to two weeks for your license to be issued assuming your place of business complies with all required inspections, the application was properly completed, and the business does not require a Conditional Use Permit.

## How Long Is A Price Business License Valid?

A City of Price business license is valid for one calendar year (January to December). All City of Price business licenses expire on December 31. A renewal form will be sent to you in December.

## When Will I Need To Get A New Price Business License?

- If your business moves from one location to another within the City of Price, it will be necessary to contact the business license office at (435) 636-3183. This may require a new building and/or fire inspection. A new Conditional Use Permit may also be required.
- If your business changes ownership, it will be necessary to contact the business license office.
- If your business changes its name, it will be necessary to contact the business license office.

## What Happens If My Business Moves Out Of Price Or Closes?

If your business moves out of Price or you close your business, please send a written notice to the business license office in Price, Attn: Bus. Licensing, 185 E. Main, Price, UT 84501.