



BUSINESS LICENSING OFFICE

185 EAST MAIN, P.O. BOX 893

PRICE, UTAH 84501

PHONE: (435) 636-3161, FAX: (435) 637-2905, www.priceutah.com

HOW TO APPLY FOR A PRICE CITY BUSINESS LICENSE

Thank you for choosing Price City for your business endeavor. This checklist and packet will provide you with information needed to apply for a business license. Please note that there may be additional regulations depending on your type of business. We hope your experience will be a positive and prosperous one.

COMMERCIAL AND HOME OCCUPIED BUSINESSES

Planning and Zoning Steps

- Complete the Conditional Use Permit Application.
- Complete the Home Occupied Business Questionnaire and Fire Safety Question-Aire, if applicable.
- Pay all applicable fees at the Price City Utilities Department at City Hall, 185 East Main.
- Meet with the City Recorder, or Community Director, at City Hall, 185 East Main, to be added to the Planning and Zoning Commission agenda.
- Attend*** your scheduled Planning and Zoning Commission meeting.
- Contact Nick Tatton (435)636-3184 with any question about Planning and Zoning or Conditional Use Permit.

Business Registration Steps

- Register your business name with the Utah Department of Commerce (801-530-6701).
- Obtain a Federal Employer Identification Number, if applicable to your business, from the IRS (801-799-6963).
- Obtain a Utah State Sales Tax ID Number, if applicable to your business, from the Utah State Tax Commission (801-297-2200).

Use the convenient ***OneStop Online Business Registration www.corporations.utah.gov, or contact the respective offices, at the numbers listed above, for more information***

Business License Application Steps

- Complete the Business License Application.
- Complete the Consent to a Background/Criminal History Check.
- Include a **copy** (copies will not be made for you) of the following with your business license application:
 - State name registration, or stamped articles of incorporation (only page showing name)
 - Federal Employer Identification Number
 - State Sales Tax ID Number, or proof of exemption
 - Professional license, if applicable
 - Drivers License
- Return completed applications to the Business Licensing Officer (City Treasurer), located at City Hall, 185 East Main, Room 103, **Monday thru Thursday**, and **inquire of the fee amount for your business**.
- Pay all applicable fees at the Price City Utilities Department at City Hall, 185 East Main.
- Attach a letter from property owner giving permission for you to operate your business on their property.
- Attach final inspection from Building Inspector and Fire Chief. Call Kathy at (435)637-5010 to schedule inspections.
- A business license will be mailed to you when approvals have been received from the Business Licensing Officer, Planning and Zoning Commission, Building Inspection, Public Safety and Fire Departments, City Council and any other required departments or agencies.
- Only completed legible applications, with all fees paid, will be considered for approval. Partial applications will not be accepted.**