



BUSINESS LICENSE APPLICATION

(801) 789-6634 • 1650 E STAGECOACH RUN, EAGLE MOUNTAIN, UT 84005 • WWW.EAGLEMOUNTAINCITY.COM

Thank you for your interest in opening your business in Eagle Mountain City. The following information will provide you with the steps needed to apply and operate a business in Eagle Mountain.

1. The following State requirements must be met before applying for an Eagle Mountain City Business License. By law you are required to register your business name with the Department of Commerce (i.e., as a DBA, LLC, Corporation, etc.).
 - Partnerships and sole proprietorships using a name other than a sole proprietor's given legal name must register the name with the State Department of Commerce. This can be done through One Stop Online Business Registration at <http://www.commerce.utah.gov>, or by calling (801) 530-4849.
 - Corporations and limited liability companies must file Articles of Incorporation with the Utah Department of Commerce.
 - Sales Tax Number - Generally, business involved with the sale of a tangible product must apply for a State Sales Tax Number. You may obtain that number at the State Tax Commission located at 150 East Center Street, Provo, Utah. Phone: (801) 374-7070 or 1-800-662-4335. There is no charge.

Documentation certifying the appropriate registration, as per above, must be submitted with the Business License Application.

2. Application: Submit a completed Eagle Mountain City Business License Application including payment of fees.
 - The fee for a home business license is \$25.00. The fee for a commercial business is \$75.00.
 - A copy of the Municipal Code, Title 17, Chapter 17.65-Home Businesses may be viewed on the Eagle Mountain City website at www.eaglemountaincity.org. Please make sure you are able to comply with the regulations. If you have any questions regarding any portion of the regulations, you should contact this office at (801) 789-6634 for an interpretation or explanation.
3. Building and Fire Inspections: Required of all businesses, with the exception of some Home Occupation Businesses.
4. Building Permit Requirements: Your application for a home business license may be subject to denial if any portion of your business will be conducted in an area of the home that was not completed with an Eagle Mountain City Building Permit.
5. License Renewals: License renewals are due each year upon anniversary of issuance. Your business license will indicate the expiration date. Renewal notices will be sent to you as a reminder. Late fees start accruing 45 days after expiration.

A business license cannot be transferred from one person to another. If a location change is taking place, it is the business owner's responsibility to let the City know, so that a new license can be issued for the new location.

If you have any questions, or need assistance in completing this application, please contact the Recorder's Office at (801) 789-6634.



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OFFICE USE ONLY		UPDATED 02/2012
Application Received By:	Date:	License #:
Amount Paid:	Receipt #:	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit/Debit Card
SECTION I: BUSINESS & APPLICANT INFORMATION		
Applicant Name:		Applicant Phone Number:
Business Name: <small>If the "Business Name" is other than - EXACTLY - the "Applicant Name", the business must be registered with the Department of Commerce and have both an "ENTITY #" & "RENEW BY DATE", (see page 1 of the "Business License Application, paragraph #1, for more information).</small>		Business Phone Number: <small>This number will be published.</small>
Business Address:		Fax Number:
Mailing Address:		
Email Address:		Sales Tax Number:
Business Category: <input type="checkbox"/> Services <input type="checkbox"/> Dining <input type="checkbox"/> Health & Medical <input type="checkbox"/> Education <input type="checkbox"/> Shopping <input type="checkbox"/> Other _____		
Web Address:		
Department of Commerce Business Registration Number (AKA Entity #):		"Renew by date":
<input type="checkbox"/> Home-Based Business <input type="checkbox"/> Commercial Business	State Registration: <input type="checkbox"/> Sole-Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> LP <input type="checkbox"/> LLP	
SECTION II: DESCRIBE BUSINESS		
<hr/> <hr/>		
SECTION III: FLOOR PLAN / SITE PLAN		
<p>Home business license applicants: use the space below to draw your home floor plan where the office will be located, label the level of the house, (i.e. main floor, basement), the rooms and exits. Commercial business applications must include a site plan.</p>		

SECTION IV: ANSWER THE FOLLOWING QUESTIONS

1. What are the hours of operation? _____
2. Current number of employees including yourself: _____ *Estimated* future number of employees: _____
3. Will your business involve door to door sales? _____
4. Will you or anyone employed by you be working with minors? _____ If yes, a background check is required for each employee or person(s) working with minors.
5. Will your business generate light, noise, or odors? _____
6. Is it necessary to have clients come to your home? _____ If yes, how many clients do you anticipate in a week? _____ day? _____ at a single time? _____
7. If applicable, will any equipment be stored at your home? _____ If yes, this product must be stored in the home or garage or completely screened from view of neighbors and street. How will you meet this requirement? _____
8. If applicable, what is the total square footage of your home? _____ square footage occupied by business? _____
9. Will your home office / business be located in the basement? _____
If yes, was the basement or room in the basement completed with a building permit? _____ (see page 1 of the "Business License Application, paragraph #4, for more information).
10. Will your business create increased traffic demands? _____

SECTION V: SUPPORTING MATERIALS

1. **Fire Extinguishers.** Evidence of a number 5 class 2A 10BC fire extinguisher or the proper extinguisher required by the current Fire Code, (home offices with employees or customers frequenting the home).
2. **Traffic Plans.** Home Business that will increase the traffic level in a neighborhood will be required to submit a reduced (11" x 17") traffic plan.
3. **Site Plan.** If applicable, a site plan of the business location.
4. **Professional License.** If applicable, a copy of a professional license. The Recorder's Office will inform you if your application requires a professional license.
5. **Background Check.** A background check is required when any business or employee thereof is dealing with minors. The applicant and any employee dealing with minors shall provide an "Authorization for a Background Check" form; a member of the Recorder's Office can get this form for you. The applicant is responsible to pay a \$7.00 fee, required by the current consolidated fee schedule, for a background check.
6. **Fee.** The processing fee of \$25.00 for a home office only, \$75.00 for a home office requiring inspections, or \$75.00 for a commercial business.

SECTION VI: VERIFICATION OF ACCURACY – ACKNOWLEDGEMENT OF RESPONSIBILITY

I, the undersigned, having authority to do so in behalf of the business applying hereon, do hereby agree to the condition of this application to conduct business in complete accordance with Eagle Mountain City ordinances and all County, State, and Federal regulations governing operation of such business. I acknowledge that *this is not a business license*, but is an application for such; operating without a license may result in penalty fees. Approval or denial of this application is based on accurate, complete information provided and reviews/inspection performed, as required.

Signature of Authorized Business Agent/Owner: _____ Date: _____

SECTION VII: ACKNOWLEDGEMENT OF PUBLIC INFORMATION

I, the undersigned, do hereby acknowledge that the information contained in this application is public information.

Signature of Authorized Business Agent/Owner: _____ Date: _____

HOME BUSINESS PERFORMANCE STANDARDS CHECKLIST

- **17.65.060 A. Floor Area.** A Home Business shall not occupy more than (1/3) of the total floor area of dwellings. Exception may be granted for daycares, preschools, and businesses that offer instruction classes.
- **17.65.060 B. Employees.** Home Businesses shall have no more than one (1) on-premise employee who is not a member of the resident family or household.
- **17.65.060 C. Parking.** Home Businesses shall provide adequate parking (which may include both on-street and off-street parking) to be determined by the Planning Director, License Official, designee, or Planning Commission. Vehicles used by the business (other than passenger cars without signage) shall not be parked on the site, unless enclosed parking is utilized to shield the vehicles from view.
- **17.65.060 D. Outdoor Storage.** Outdoor storage associated with a Home Business shall be subject to the same performance standards governing other outdoor storage on residential lots.
- **17.65.060 E. Outdoor Activity.** All Home Business activity, except passive storage, shall be carried out within the home or an accessory building and shall not be observable by the general public or from the street in front of the residence, unless specifically approved in the Home Business license for such activities as outdoor play time for preschools or daycare centers. Garage doors shall remain closed while business activity is conducted therein.
- **17.65.060 F. Hours of Operation.** Home Businesses that receive customers, clients, or students shall operate only between 7:00 a.m. and 9:00 p.m.
- **17.65.060 G. Hazardous Materials.** No Home Business shall use hazardous materials or generate hazardous wastes that increase the danger of fire or cause fumes or odors that may constitute a nuisance or pose a danger to neighboring residents. Home Businesses are subject to inspection for compliance with the International Fire Code.
- **17.65.060 H. Noise and Light.** All Home Businesses shall comply with the City's noise ordinance. Home Businesses are prohibited from generating or projecting light that is objectionable or potentially harmful to other residents.
- **17.65.060 I. Exterior Appearance.** No Home Business shall alter the exterior of the home to differ from the residential use of colors, materials, construction or lighting. The property from which a Home Business is constructed must be in full compliance with all other City laws, codes and ordinances.
- **17.65.060 J. Retail Sales.** Home Businesses are not to be established solely for the sale of merchandise (except for greenhouses or internet- and mail order-based Home Businesses). Service-related Home Businesses may conduct incidental retail sales provided that the sales do not increase traffic.
- **17.65.060 K. Traffic Generation.** Traffic generation for Home Businesses shall not exceed twelve (12) clients per hour and twenty-four (24) per day.
- **17.65.060 L. Multiple Home Business Licenses.** More than one home business license may be issued for a residence; provided, that the home businesses or the accumulative effects of the home businesses do not violate the approval criteria.
- **17.65.060 M. Building Codes.** Building inspections are required for Day Care providers, preschools, hair salons and other Home Businesses that the Building Official determines present elevated potential health and safety concerns. In these cases the Home Business shall be conducted in areas of a home where the Building Department has issued a permit and performed the building inspections. All Home Businesses shall comply with the standards and requirements of the International Building Code and any requirements the Chief Building Official and/or Fire Chief deem necessary to protect the health, safety, and welfare of the public.
- **17.65.070 Prohibited Home Businesses.** Automobile-related businesses such as auto repair, body, and painting; retail or wholesale sales that are not incidental to the Home Business (except for point of sale that is not conducted at the home); engine repair; metal fabrication or assembly shops, sexually oriented businesses and health care businesses (not including massage therapists, chiropractors, psychiatrists, or orthodontists).

I have read the above Home Business standards from Chapter 17.65 of the Municipal Code, and I understand and will comply with the Home Business Chapter. Any violation(s) of this ordinance can result in the revoking of my Home Business License.

Applicant's Printed Name: _____

Applicant's Signature: _____

Date: _____

APPROVALS

Deputy Recorder:

Date:

Building Department:

Date:

Fire Department:

Date:

Planning Department:

Date:

Staff conditions of approval:



ASSESSOR DEPARTMENT

Utah County Assessor – Personal Property Div.

Kris Poulson
Assessor
801.851.8275

Burt Garfield
Chief Deputy Assessor
801.851.8285

Peter Jeppsen
Commercial Manager
801.851.8299

Dear Business Owner,

Congratulations on the establishment of your new business. As a new business owner, there are some obligations that you need to fulfill as a responsible business owner.

Utah State Legislation requires that each business file an affidavit each year with the Assessor’s Office declaring their taxable property. This affidavit allows you to list the equipment and supplies you use for your business. Affidavits are sent around March of each year. If your business equipment has less than \$10,300 (2017) in market value then you may be exempt from paying any taxes, **this does not exempt you from filing each year.** Any failure to file can result in fines, interest, estimations, and audits.

Our office searches through State and City business registries, information from leasing agencies, field research, and State Audits to locate any business operating within Utah County. Any change in either status of the business or account information must be reported to us immediately. In addition, if you are closing a business, **you must inform us in writing**, as well as inform the City and State agencies. Failure to do so may keep your account active and additional penalties and interest may accrue.

Please fill out and return this form to:
Utah County Assessor – Personal Property
100 E Center Street, Rm 1105
Provo, UT 84606 or FAX 801-851-8282

If you have any questions about this tax, information can be found on our website at www.utahcounty.gov/ppfile or you may call us at 801-851-8295 and we will be happy to assist you.

NEW BUSINESS INFORMATION FORM

Please Print Clearly

Business Name: _____

Owner Name: _____

Contact Name: _____

Business Address: _____

Mailing Address: _____

Telephone:# _____

Nature of Business: _____

Date Business Started: _____

E-Mail Address: _____