



PAYSON CITY CORPORATION STEPS TO OBTAIN A COMMERCIAL BUSINESS LICENSE

- Step 1:** Submit a complete concept plan application and pay \$10.00 submittal fee.
- Step 2:** Once the concept plan application has been reviewed and accepted a **business license application** will need to be submitted and applicable fees paid. The license fee depends upon the type of business. Along with the business license application, an applicant **must** submit a detailed business statement which includes the anticipated business activities, the expected number of employees, demonstration of zoning compliance, future expansion plans and any other information that can be used to ensure proper review. The business statement should represent both the immediate and anticipated future business practices and will be reviewed regularly to ensure that the business complies with the business statement. Future uses may be limited to those indicated in the business statement. In addition, there is a \$60.00 fire inspection fee. The fee sheets are included in the application packet.
- Step 3:** If you are operating a day care or pre-school, a background check is required at the time of submittal for a business license. This is referred to as a BCI (Bureau of Criminal Investigation) report. This report is to be obtained at the Bureau of Criminal Investigation located at 3888 West 5400 South, Taylorsville, Utah. The fee is \$10.00. You will be required to present your drivers license with the filing of your paperwork. The background check is approximately 30 minutes. If you prefer to file the request by mail you can visit their website and download a copy of the application at www.bci.utah.gov.

Contact Information

Phone: (801) 965-4445

- Step 4:** Obtain and provide a copy of the business entity number, State Tax and Federal Tax numbers. All businesses require a business entity number. Depending on the type of business some businesses may not require a State or Federal Tax number.
- A.** Register your business name at the Tax Commission located at 150 East Center #1300, Provo, Utah and obtain an Entity # / DBA (Doing Business As) #. The filing fee depends upon the type of business. You can either file the required information in person at the Provo office or electronically by visiting their website at www.commerce.state.ut.us.

Contact Information

Phone: (801) 374-7070

Fax: (801) 374-7089

- B.** Register with the State Tax Commission to obtain a State Tax #. You can either go to the Utah State Tax Commission office located at 210 North 1950 West, Salt Lake City, Utah and fill out the required paperwork, mail in the Utah State Business and Tax Registration form (Form TC-69), or register online at www.tax.utah.gov. Once you are online go to Business Registration under Common Services. This will take you to the Online Business Registration.

Contact Information

Phone: 1-800-662-4335

- C.** Register with the IRS (Internal Revenue Service) to obtain a Federal Tax #. This number is also referred to as an EIN (Employee Identification Number) #. This can take place by visiting their website at www.irs.gov. Click on the titles in the following order: Businesses, Employee ID Numbers, How to Apply for an EIN, and then Apply By EIN Online. The online form is Form SS-4.

Contact Information

Phone: 1-800-829-4933

***** **Submit Steps 2, 3 & 4 together** *****

- Step 5:** Schedule inspections. Both the Building Inspector and the Fire Chief are required to perform inspections at the proposed business location.

Contact Information

Jon Snelgrove, Building Inspector, Amanda, Planning Secretary (801) 465-5204

Scott Spencer, Fire Chief, Jacque Remkes, Secretary (801) 465-5252

(These inspections must be done prior to issuing a business license)

- Step 6:** Once all of the above steps have been completed a business license will be issued. The license will need to be renewed 12 months from the date of issuance. A BCI check will also need to be renewed every 12 months.