



Payson City

439 West Utah Avenue
Payson, UT 84651 (801) 465-5204

Commercial Business
License Application

Business License # _____

Application Date: ___/___/___

Projected Opening Date: ___/___/___

Type of Organization:

- Partnership
- Proprietorship
- Limited Liability
- Corporation
- New Owner
- New Location
- New Business

Sales Tax ID # _____

Federal ID # _____

State/Entity ID # _____

Beer/Liquor License # _____

Contractor # _____

Business Name _____ Business Phone _____

Onsite Business Manager _____ Phone _____

Business Address _____ City _____ State _____ Zip _____

Mailing Address _____ City _____ State _____ Zip _____

Business Email _____

Business Owner's Name _____ Date of Birth ___/___/___

Business Owner's Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____

Property Owner's Name _____ Phone _____

Home Address _____ City _____ State _____ Zip _____

Emergency Contacts (For police and Fire – Must be over 21 and able to respond and open the building within 20 minutes)

Name (1) _____ Phone _____

Name (2) _____ Phone _____

Description of Business _____

Number of Employees _____ Number Full-time _____ Number Part-time _____

If the applicant is not the property owner, the following must be completed:

I _____, the property owner of the above property,
authorize the applicant to conduct the business as described on this application

Date ___/___/___

Property Owner's Signature _____

Include:

A site plan of the lot/yard:

May be hand drawn. Indicate business parking areas, outside accesses and walking areas for customers. Walking areas should be labeled "paved, grass or dirt". Include measurements of walks, parking, and setbacks.

A floor plan of the business:

May be hand drawn. Label the rooms. Identify exits, fire alarms, fire extinguishers and any rooms with fire sprinklers. Give the approximate square footage of rooms and storage shelf heights in storage areas (if over 10 feet high).

A business statement:

The business statement should include, but is not limited to, details about the anticipated business activities, products, and/or services you will be providing, along with any expansion plans. Include number of employees, hours of operation, and any other information that can be used to ensure proper review.

Please be aware that you are not authorized to operate your business until you have received your business license. It is a Class C misdemeanor to operate a business in Payson City without the required license.

State and local statutes may require that various agencies inspect your business location for health and safety issues. The inspectors are authorized to inspect for their department or division only. Approval of any one inspector does not constitute approval of your business license.

Your license will be issued upon receiving approval of all necessary inspections, and completion of entire licensing process.

Sign Permit Agreement

I _____, owner of _____ business, agree to obtain a sign permit prior to installation of any signage for the business noted above. I agree to follow the Payson City Sign Ordinance, as found in Payson City Code 13.32.

Date Signed: ___/___/___

Applicant Signature

I _____, hereby agree to conduct business strictly in accordance with the laws and ordinances of Payson City Corporation and swear under penalty of law that the information contained herein is true.

Date Signed: ___/___/___

Applicant Signature

FOR OFFICE USE ONLY

Planning: _____ Zone: _____ Date: _____

Building: _____ Date: _____

Fire: _____ Date: _____

Police: _____ Date: _____

Health-Ag: _____ Date: _____

Pre-Treatment: _____ Date: _____

License Issue Date: _____ **By:** _____