



# WELCOME TO LINDON!

## HOW DO I GET A LINDON BUSINESS LICENSE?

1. Who must obtain a Lindon City Business License? Lindon City Municipal Code states, "It is unlawful for any person to transact and carry on any business, trade, profession, calling or occupation in the city without first having procured a license from the city to do so..." A separate license must be obtained for each business name operating at the same address, and each branch or satellite location of a business within Lindon City boundaries.
2. What paperwork do I need to have for Lindon City? Applications are available at the Lindon City Office, 100 North State Street, Lindon, UT 84042. Please fill out your application carefully and completely. Your application will be checked for applicable zoning requirements. If your business requires a conditional use permit, you will be notified by the Planning and Zoning Department.

To apply for all of the State paperwork at one location, visit:

[www.business.utah.gov/registration](http://www.business.utah.gov/registration). OneStop Business Registration streamlines the process of registering a new business in Utah. Accessible 24 hours a day, 7 days a week.

If your business is a **Service Oriented Business**, then you will need either a **Social Security Number** or a **Federal ID Number from the IRS**. You can contact the IRS at 1-800-829-3676. Forms are also available at [http://www.irs.gov/forms\\_pubs/index.html](http://www.irs.gov/forms_pubs/index.html). **THIS NUMBER MUST BE OBTAINED BEFORE YOUR APPLICATION CAN BE PROCESSED.**

If your business is a **Retail Sales Business** you will need a **State of Utah Sales Tax Number**, which can be obtained from the State Tax Commission Office in the State Building at the County/State Complex in Provo. (150 East Center, Suite 1300), or call 374-7070. Or visit <http://www.commerce.state.ut.us/corporat/corpforms.htm>. **THIS NUMBER MUST BE OBTAINED BEFORE YOUR APPLICATION CAN BE PROCESSED.**

The State of Utah requires that all businesses be registered with the Department of Commerce. Registration depends on the type of business structure, whether sole proprietor, corporation, trust, etc. Proof of filing (i.e. entity #) will be required with your Lindon City Business Application. **THIS NUMBER MUST BE OBTAINED BEFORE YOUR APPLICATION CAN BE PROCESSED.**

If your business is a **Home Occupation** you will need conditional use permit. Complete the Home Occupation Application and return it with your Business License Application. There is a one-time only fee of \$25.00 for any business operating from a home.

All new businesses are required to have a fire inspection, **except** Home Occupations that just have a home office. To schedule a fire inspection, call our office at 785-5043. Your business will need to be set up and ready for operation.

In addition to the above, all **child care, group home, health care and food service businesses are required to obtain a Utah County Health Department inspection** and attach a copy of the results to your Lindon City Business License Application. Call 801-851-7000 to schedule an inspection. More Info? <http://www.co.utah.ut.us/dept/health/>. They are located at 151 South University Ave, Provo UT 84601.

All child care businesses that care for more than four children in the home are required by the State of Utah to obtain a Child Care License or Certificate. Check with the local representative of the State Health Department at 374-7812 for the qualifications. **A copy of your Child Care License must be attached to your business license application.**

It takes approximately **two weeks** for your license to be issued assuming your place of business passes any required inspections, the application was properly completed, and the business does not require a conditional use permit.

3. When are the business license fees due? How much does it cost? Business Licenses fees are due on or before the first day operations commence and are past due 10 days thereafter. All new businesses are assessed the minimum license fee the first year of operations. Thereafter, License Fees are assessed according to the type of business. See the Business License Fee Schedule for a list of fees by type of business. **There is a \$10.00 cancellation fee on all applications.** Renewals are due and payable on or before January 1<sup>st</sup> of each year. Any past due license fees are subject to a penalty of ten percent per month, and thereafter, interest is added at the rate of 1½ % per month.
4. The purpose of a Lindon City Business License is:
  - To regulate and license businesses within the corporate limits of Lindon City.
  - To determine if businesses are operating within applicable laws and ordinances.
  - To maintain a safe environment for the general public through inspections.
  - To enforce zoning, building and fire codes.
  - To maintain a list of currently licensed businesses for public access.
  - To provide revenues used for City services such as fire and police protection.
  - To ensure that Lindon City collects its portion of sales tax revenues from the Utah State Tax Commission.