



COMMUNITY DEVELOPMENT

COMMERCIAL BUSINESS LICENSE APPLICATION

20 North Main Street, P.O. Box 1005, Brigham City, Utah 84302

Phone 435-734-6617

GENERAL LICENSE INFORMATION AND CONTACT LIST

Brigham City welcomes and encourages commercial and home occupation businesses. There are many benefits to the City and its residents from the presence of a variety of business types.

Brigham City requires licensing of all businesses which engage in any activity resulting in compensation or other consideration derived from carrying on any business, trade, profession, craft, occupation, commerce or sales of tangible personal property or services, or both. Licenses are required for all occupations based at locations within Brigham City limits or which carry on business here.

All applicable City, County, State and Federal laws must be complied with concurrently while licensed by Brigham City.

State Requirements: Certain types of occupations and professions require a State regulatory license in addition to the local business license. To find out if a State license is required, call *The Division of Occupational and Professional Licensing* at **(801) 530-6628**.

Federal Requirements: Businesses may also be regulated by the Federal Government, such as those dealing in alcohol, tobacco, firearms, hazardous materials or waste, radio, satellite and television communications, etc., and the appropriate Federal offices should be contacted for assistance, if applicable.

Information Requirements: The *Business Licensing Division of Brigham City* cannot accept a business license application until certain key requirements have been satisfied, including acquisition of government identification numbers. We have provided a brief outline of those basic requirements and how to complete them on the following pages along with a *Contact List* of key agencies and people available to help you with your business structure needs. The City Business License office also provides several resources of information, designed to help get you going in the right direction while establishing or relocating your business to our community.

We look forward to helping you and wish you the best with your business endeavors.

Business Structure Outline:

1. **Establish your business structure.** Sole proprietorships and general partnerships need only register the DBA, as identified under #3 below. All other business structures, including limited partnerships, limited liability companies and corporations of any kind establish their business structures by filing required paperwork with the *Division of Corporations and Commercial Code*. Business structures originating outside Utah must register their structure in Utah, as well.

If you need both State and Federal numbers, the fastest method is to go in person to the State Tax Commission office in Salt Lake City. If only State numbers are needed, they can be obtained at any *State Tax Commission* location and at the *Department of Commerce*. The basic forms (TC-69, DBA and SS-4) are available in our office or you can call the offices directly to have the forms mailed to you within a few days. If you submit the completed forms by mail, the turnaround time is 6-8 weeks, so you are encouraged to take them in, or fax/email them.

To file the SS-4 only (IRS):

Phone: 1-800-829-1040

Mail: Entity Control
Mail Stop 6271
PO Box 9941
Ogden, UT 84201

Fax: (801) 620-7115

Re: DBA/business structure:

Department of Commerce

Phone: (801) 530-4849

Toll Free: 1-877-526-3994

Fax: 801-530-6438

160 East 300 South, 2nd Floor
SLC, UT 84111(in the Heber Wells Bldg)

www.corporations.utah.gov

EMAIL: corpucc@utah.gov

To file TC-69 and other forms:

Utah State Tax Commission

Phone: 1-800-662-4335 (SLC)

Ogden Office

2540 Washington Blvd, 6th Floor
Ogden Regional Center
Ogden, UT 84401

Phone: 801-626-3460

Fax: 801-626-3446

Or

SLC Office

210 North 1950 West
SLC, UT 84134

Phone: 801-297-2200

Fax: 801-297-7699

www.tax.utah.gov

2. **Obtain your Federal Employer Identification Number (FEIN or EIN).** Businesses must have a Federal Identification Number *unless* owned by a sole proprietor with no employees. The **SS-4** form is necessary to acquire this number. You will need to apply for and receive the FEIN before submitting the TC-69 to the State. Your FEIN should be on your business license application unless you are a sole proprietor with no employees.
3. **Register your business.** A sole proprietor using only his or her complete legal personal name is exempt from State registration. Each business name or **DBA** ("Doing Business As") of a sole proprietor or general partnership must be registered. The name of any corporation, limited partnership or limited liability company is registered with the filing of the business structure documentation. If a name is used other than the one filed, each other business name must be registered as a DBA of the established entity. For assistance or to verify that the name is available for your use, call the *Utah Division of Corporations and Commercial Code* at (801) 530-4849 or use the Division's **OneStop** online business registration feature.

To access **OneStop**, go to www.corporations.utah.gov. Click on the **OneStop** logo in the bottom center of the page. The program will guide you through the steps. The associated fees must be paid by card during the process.

If online access is unavailable, use the **TC-69** form or the **Business Name Registration/DBA Application form**. The form may be faxed, emailed, or brought to the *Department of Commerce* in person.

4. **Acquire State Tax Commission numbers.** Businesses must obtain a **Sales & Use Tax** number to collect and remit to the State taxes on the rental or retail sale of items, taxable services and various out-of-state purchases. Businesses which have employees and certain business structures must obtain a **State Withholding number**. Use the **TC-69 form** to acquire those numbers. Contact the *Utah State Tax Commission* at 1-800-662-4335 for assistance. If required for your business operation, these numbers must be on the business license application when submitted.
5. **Health Department permits.** If your business incorporates the manufacturing, preparation and sale of food items, or is identified as an eating place such as a restaurant, you will need to contact the appropriate divisions of the *Health Department* and complete their requirements. A sign off from the *Health Department* will be required on the business license application, if applicable to your business.
6. **Department of Agriculture and Food (UDAF) permits.** All businesses selling pre-packaged foods must contact The *Department of Agriculture* for a permit. Among those businesses requiring a *UDAF* permit are grocery stores, convenience stores, bakeries, and businesses selling pre-packaged foods. Plant nurseries, home cottage businesses that prepare and package food, bee hive/honey production businesses, farmers markets, and food labeling also must obtain permits from UDAF.

Contact List:

Brigham City Contacts:

Carolann Chalfant, Business License Specialist
(435) 734-6617
cchalfant@brighamcity.utah.gov

Mark Bradley, City Planner
(435) 734-6616
mbradley@brighamcity.utah.gov

Michael Young, Fire Marshall
(435) 226-1411
myoung@brighamcity.utah.gov

Tony Ekins, Associate City Planner
(435) 734-6619
tekins@brighamcity.utah.gov

Box Elder County Contacts:

Scott Lyons, Box Elder County Planner
(435) 734-3316
scottlyons@boxeldercounty.org

Carlos Linares, Director
Weber State Small Business Development Center
2314 Washington Blvd, Rm. 211, Ogden, UT 84401
(801) 626-7232
carloslinares@weber.edu

Wendy English, Director
Box Elder Small Business Development Center
Utah State University Brigham City Campus
195 West 1100 South, Rm. 170 E, Brigham City, UT 84302
(435) 919-1296
wendy.english@usu.edu

Heidi Flansberg
Bear River Health Department
992 South 800 West, Brigham City, UT 84302
(435) 734-0845 / (435) 695-2061
hflansberg@brhd.org

Brigham City Chamber of Commerce:

Monica Holdaway, Executive Director
(435) 723-3931
monica@boxelderchamber.com

State and Federal Contacts:

Utah State Tax Commission
210 North 1950 West
Salt Lake City, UT 84134
(801) 530-4849, (800) 662-4335
www.tax.utah.gov

Utah State Tax Commission
Sales Tax Office 7th Floor
2447 Lincoln Ave.
Ogden, UT 84401-1305
(801) 626-3460

Department of Commerce
Heber M. Wells Building
160 East 300 South, 1st Floor
Salt Lake City, UT 84111
(801) 530-4849
www.commerce.utah.gov

Utah Department of Workforce Services
138 West 990 South
Brigham City, UT 84302
(866) 435-7414
(888) 848-0688 Unemployment Ins.
www.dws.state.ut.us

Worker's Compensation Fund
392 East 6400 South
Salt Lake City, UT 84107
(800) 446-2667
www.wcf-utah.com

Utah Department of Agriculture and Food
Inspector: Blake Millett @ (801) 706-9202
Home Cottage: Rebecca Nielson @ (801) 538-7152
Nurseries: Ron Larsen @ (801) 538-7152
www.ag.utah.gov



BUSINESS LICENSE APPLICATION

FOR OFFICE USE ONLY	
Issued _____	Approved _____
Business License # _____	Date Rec'd _____
Review Fee (Non Refundable) \$ 20.00	Receipt# _____
License Fee\$ _____	Receipt# _____
Other Fees.....\$ _____	Receipt# _____
Total Fee\$ _____	Receipt# _____
<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Card	Business Code _____
Zoning District _____	CUP # _____

1. Business Information - Please type or print clearly ORIGINAL APP. CHANGE OF: ADDRESS OWNERSHIP BUSINESS NAME

Business Name _____

Business Address _____ City _____ St _____ Zip _____

Mailing Address _____ City _____ St _____ Zip _____

Bus. Phone () _____ Business Start Date _____

Email Address _____

Federal ID: SSN _____ FEIN _____

Sales Tax # _____ Utah Corp, LP or LLC #: _____

Property Owners Name _____ Phone () _____

Property Owners Address _____ City _____ St _____ Zip _____

Business Organization: Independent/Sole Proprietor Corporation Partnership Limited Partnership

Limited Liability Company Profit Corporation Non-Profit Corporation

Has Brigham City ever licensed the applicant(s)/owner(s)? Yes No, If yes, when? _____

Under what business name? _____

Describe Business: (Add additional pages as needed)

NUMBER OF EMPLOYEES _____

2. Check All That Apply

Note: See Title 14 for Specific requirements. Additional information may be required for specialty licenses.
Use special forms for Beer, Cabaret, and Sexually Oriented Businesses

- Alarm System Agriculture Vendor Apartments Auction/Auctioneer Christmas Tree Sale Collection of Garbage/Waste
- Commercial Construction Contractor Cosmetology Home Occupation (See Home Occ. Form) Handyman Pawnbroker
- Solicitor Outside City Limits Insurance Private Police/Detective Nail Technician Massage Therapist
- Other Special Event Swap Meet Public Dance Mechanical Amusement Device

Temporary Merchant License - Location _____ Dates of Sale _____ Temp. Sales Tax# _____

3. Business Owner or Agent Information

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

Or Registered Agent _____

(For Corporation, Limited Partnership, & Limited Liability Company Only)

Drivers License# _____ St _____ Home Phone () _____

Home Address _____ City _____ St _____ Zip _____

State License Type (if applicable) _____ Lic. # _____ Exp. Date _____

Alternate Contact _____ Phone () _____

Email _____

Office Manager (if applicable) _____ Phone () _____

Email _____

4. Verification of Accuracy - Acknowledgment of Responsibility

Under penalty of perjury, I hereby certify that the information provided for this entire application is complete and accurate. I further certify that updated information will be provided in writing or on a new application, as required, to the Brigham City Business License Division within 30 days of any change to the business, name, organization, or location. I hereby acknowledge that illegal or fraudulent business practices are grounds for revocation of the business license. I (we) further agree to not conduct said business until the license has been approved.

Signature of Authorized Agent/Owner

Date _____

Signature of Authorized Agent/OwnerDate _____

5. License Fee Calculations

Note: A list of Licensing Fees and Bond Requirements is available upon request from the Business Licensing Department.

6. For Office Use Only

Zoning:

Approved by _____ Date _____

Temporary License (12 Month) _____ Date(s) _____

Land Use _____ Date _____

Bonding _____ Date _____

Sign Permit _____ Date _____

Life/Safety:

Temporary (60 Day):

Inspection _____ Date _____

Fire Marshal _____ Date: _____ Date: From _____ To _____

Permanent License:

Inspection _____ Date _____

Fire Marshal _____ Date: _____

Bear River Health Dept:

Inspected by: _____ Date _____

Police Dept:

Inspected by: _____ Date _____

Other (specify department): _____

Inspected by: _____ Date _____

Other (specify department): _____

Inspected by: _____ Date _____

Comments: _____



Information Sheet

Community Development
20 North Main Brigham City, Utah 84302
(435)-734-6604

Sheet No. 10
Revised: February 28, 2007

Signs

When I put up a sign do I need a Permit?

Yes, a permit is required anytime you erect a sign. However, if the value of the sign and installation is \$1,000.00 or more also include the name of the Sign Contractor who will be installing the sign, with their State License number and contact telephone number.

If the sign is a pole sign, provide the following:

Engineered stamped drawings for the sign base and sign.

If the sign is internally illuminated, it will need to be listed & installed per the National Electrical Code.

Where do I get the Application?

Brigham City Corporation has the information you will need to obtain a permit. It can be obtained in the Brigham City Offices, second floor in the public works office.

Are there additional requirements for downtown businesses?

Yes. These signs must also comply with Additional Design Guidelines. Please

schedule an appointment with city staff for exact area and requirements.

How much is the cost?

The cost of a sign permit is **\$35.25** min. Signs with electrical components or that require the building official's approval will acquire additional charge.

What is required?

Illustration of the sign including the following:

1. Dimensions
2. Type
3. Script
4. Colors
5. Dimensions of the building frontage.
6. Dimensions of the lot frontage.
7. A Site Plan showing the location of the sign.

A Valuation cost of the Sign to include the following:

1. Materials of the sign.
2. Cost of installation.

The permit will be reviewed and approved by the Community Development Department, after which sign installation may begin. Please call for inspections 24 hrs in advance.