



DOING BUSINESS IN BRIAN HEAD, UTAH

BRIAN HEAD TOWN BUSINESS LICENSING

Who needs a business license?

Anyone engaging in business in Brian Head, UT including the sale or offering of any goods merchandise, or performing any service for monetary exchange or valuable consideration must be licensed.

Brian Head Town requires all businesses within Town limits to be licensed with the following exemptions: State licensed contractors only need to be licensed in the City where they have an office this includes Insurance Companies, nonprofit organizations, and state-owned businesses are exempt from paying fees.

Where do I get a Business License?

Download an application or obtain an application at the Brian Head Town Offices. Our address is P.O. Box 190068, 56 North Hwy. 143, Brian Head, UT. Office hours are Monday through Friday, 9:00am-4:30pm. For more information call (435) 677-2029.

How long does the licensing process take?

New business owners should allow 15 to 30 days for their license to be processed but may require additional time if inspections are required. All fees are due at the time of application. The business license application will be sent to the departments for ordinance compliance.

If an application is denied or if the licensed business never begins operation, all fees, less a \$25.00 processing fee, will be refunded.

Do I need an inspection before I receive my business license?

All new applications may require an inspection from the Town's building/fire departments, depending on the type of business identified on the application. Nightly rentals of cabins and/or condominiums will require a fire inspection only. A new construction business or a business that has remodel or have changed the type of services. An inspection list reviews are available at the Town Hall. Inspection fees are assessed at the time of submittal of applications and fees.

When does the license expire?

All licenses expire every September 30th. There are no partial payments, half year or partial year licenses and no pro rating the license is allowed.

When do I renew my license for the next year?

The Business Licensing Officer will be sending out notices of when your business license is up for renewal in August of each year. Liquor license payments are due on or before December 31st.

What are the penalties if the payment is late?

If payment is not received you may be issued a citation for operation of a business without a license, or a penalty for late payment.

Liquor licenses are due on or before December 31st by close of business. Any establishment that has not paid the license fee by this date is not permitted by law to serve liquor and a copy of the DABC license is required to be submitted with the renewal or new application for a liquor license from the town.

What if my business undergoes changes during the year?

If during the course of the license year, any information pertaining to the business changes, such as location, mailing address, phone number, the licensee is required by law to notify the Licensing Officer of these changes within a ten (10) day period.

Brian Head Enhanced Service Business License Fees

Brian Head Town enacted an enhancement fee, or some refers to it as the "shuttle fee". This is a 1.5% fee assessed to all taxable sales and is paid directly to the town. The fee supports the town's shuttle system and is required to be paid on a quarterly basis. You can download the quarterly report on the town's [website brianheadtown.utah.gov](http://www.brianheadtown.utah.gov) under the "Business" tab "Enhancement Fee". The Retail Business License Fee report is due to the town on a quarterly basis even if you report -0- for the quarter.

GENERAL BUSINESS LICENSE

The following is required of all new applicants.

- If conducting business under an assumed name (D.B.A. "doing business as"), register the business name with the Utah Department of Commerce. (See State Requirements section)
- Business name, physical and mailing address and phone number of business.
- Home address, phone number, and birth date of owner, manager (Applicant). Local address and phone number of Agent for process of service (The Agent is used for corporations only).
- Federal Tax ID or Social Security number
- Type of business services.
- Sales Tax number, occupational or professional license number if applicable.

COUNTY, STATE & FEDERAL AGENCIES

Department of Commerce – DBA's and registering your business with the State of Utah.

In order to protect your business name, you must register with the Dept. of Commerce in which your business name will be registered with the state and will retain its rights for the business. Registration of assumed business names, often called "D.B.A.", is required of all businesses that are not corporations, limited liability companies or limited partnerships. There is a \$20.00 filing fee for a renewable three-year registration for a D.B.A. If the business being licensed is a resale business, a sales tax number is required.

Contact Information:

Utah Department of Commerce
Division of Corporations and Commercial Code

160 East 300 South
SM Box 146705

Salt Lake City, UT 84114
(801) 530-4849

www.corporations.utah.gov

Utah State Tax Commission

The Utah State Tax Commission is the agency responsible for issuing sales tax ID#'s. When applying for sales tax ID #, you will need to identify the type of business since there are different tax rates depending on the type of business. The Tax Commission will first issue you a temporary sales tax ID # and then will send you the permanent sales tax ID#. Once you receive your permanent sales tax ID#, please inform the Licensing Officer so that your file can be updated.

Contact Information:

Utah State Tax Commission

210 North 1950 West

Salt Lake City, UT 84134

(800) 662-4335, (801) 297-2200

www.tax.utah.gov

Utah Department of Alcohol Beverage & Control (DABC)

The DABC is the agency responsible for issuing liquor licenses in the State of Utah with the exception of off-premise beer sales (grocery store beer sales). If you are interested in applying for a liquor license, you can contact the DABC and download an application. As part of the application process, local consent is required and you will need to contact the Town Clerk for further details.

Contact Information:

Utah Department of Alcoholic Beverage Control **Liquor Licenses other than off-premise sales**

1625 South 900 West
P.O. Box 30408
Salt Lake City, UT 84130-0408
(801) 977-6800
www.abc.utah.gov

Southwest Health Department

The Health Department is responsible for overseeing and issuing health permits for restaurants along with pools and spas. If you are a new restaurant or are serving prepared food, you will need to contact the Health Department to schedule an inspection which is required before a business license is issued.

Contact Information:

Southwest Public Health Department

Iron County
260 E. DL Sargent Dr.
Cedar City, UT 84721
(435) 586-2437
<http://www.swuhealth.org>

Background Criminal Investigation (BCI)

Anyone who is applying for a liquor license or solicitor's license is required to have a criminal background check completed with the Utah Department of Alcohol Beverage Control (alcohol licenses) or the Town of Brian Head (solicitor). A \$10.00 assessment fee will be charged per person.

Contact Information:

Utah Department of Public Safety
Bureau of Criminal Identification –
Typically used for door-to-door solicitations
5400 South 3888 West
P.O. Box 148280
Salt Lake City, UT 84114-8280
www.des.utah.gov

Department of Agriculture

This agency is responsible for overseeing several types of businesses; 1) Food Establishments, 2) Cottage Foods, and 3) Pesticides. Food Establishments are those businesses that carry items such as hot dogs and frozen foods that are sold to the public. Cottage foods are foods that are cooked off site at a home, such as homemade salsa along with retail meat markets, bakeries, grocery stores. They are also responsible for permitting businesses that use pesticides.

Contact Information:

Department of Agriculture
350 North Redwood Road
PO Box 146500
Salt Lake City, UT 84114-6500
801-538-7100
801-538-7100 TDD/Hearing Impaired
801-538-7126 – Fax
Website: <http://ag.utah.gov>
Email: agriculture@utah.gov

Contractors/doctors or other professions regulated by the State of Utah:
Utah Department of Commerce Division of Occupational and Professional Licensing

The Department of Commerce regulates those with a professional license such as a contractor, nurse, doctor, alarm company and massage therapist along with many other professions. When applying for a business license, you will need to have a copy of your certificate from DOPL with your application.

Department of Commerce,
Division of Occupational & Professional Licensing
160 East 300 South
Salt Lake City, UT 84114
(801) 530-4849, (801) 530-6628
www.dopl.utah.gov