

**What is the purpose of a business license?**

The purpose of a Business License in the City of Lindon is to regulate and license business and occupations within the corporate limits of Lindon City.

1. To determine if businesses are operating within applicable laws and ordinances.
2. To maintain a safe environment for the general public.
3. To make sure that zoning, building and fire codes are enforced.
4. To maintain a list of currently licensed businesses for public access.
5. To ensure that sales tax is properly remitted.

**How do I get a business license?**

(1) Register your Business Name: Start by registering your business name with the State of Utah. This can be done at their web site: <http://corporations.utah.gov/>.

(2) Health Certificate: If the nature of your business is any of the following, you will need to contact the Utah County Health Department to complete all of their requirements:

Any business that serves and/or makes food or handles unpackaged foods in any way

Pools or spas that will have public access

Tattooing or piercing establishments

Tanning beds open to the public

Underground storage of gas for public access

Used oil collection sites

You must complete this step prior to applying for a Lindon City business license. The Health Department can be reached at 151 South University Avenue, Provo, 801-851-7000 or [www.UtahCountyOnline.org](http://www.UtahCountyOnline.org).

**How long does the licensing process take?**

New business owners should allow 10 to 14 days for their license to be processed. All Fees are due at the time of application. The business license application will be sent to the Planning Department for zoning and signage compliance, to the Building Department for ordinance compliance and on-site inspection, and to the Fire Department if needed for final approval. Your application will need to be complete. If you are missing required items the processing may be delayed until all information is complete.

**How much does a business license cost?**

There is a \$40.00 application fee for all business. This will be the fee for your first year. Upon renewal you will be charged the fee according to the type of business you operate. See Fee Schedule\*\*\*

Most Home Occupation businesses do not have a fee required but will be required to renew the license each year. If your business has an impact on your neighborhood there will be a fee.

**Will I need a Fire Department Inspection?**

All Commercial Business, and any Home Occupation that is a manufacturing business, and/or will have clients, customers, children or employees on the premises at any time, and/or storage of any flammable or hazardous materials, is required to have an annual fire inspection. To schedule a fire inspection, call Brandon Byers at the Orem Fire Department at 801-229-7326.

**What happens if my business moves or closes?**

If your business moves to a new location within Lindon you will need to contact the Licensing Division to make sure you comply with zoning requirements for your new address. You may call our office at 801-785-7687 or by e-mail to [businesslicense@lindoncity.org](mailto:businesslicense@lindoncity.org).

If you move out of Lindon or close your business, please contact our office to let us know when you will no longer be operating your business in Lindon. You may call our office at 801-785-7687 or e-mail the information to [businesslicense@lindoncity.org](mailto:businesslicense@lindoncity.org).

**What if my business undergoes changes during the year?**

The licensee is required by law to notify the business license office of these changes within a 10-day period if during the course of the license year, any information pertaining to the business changes, such as:

Local Contact  
Location  
Mailing Address  
Phone Number  
Square Footage  
Owner

**When does a Lindon City business license expire?**

All licenses expire December 31. For your first year, the application fee is your permit amount. At the beginning of the new year the fee will be according to the type of business you operate and will be due by December 31.

**What are the penalties if a business license payment is late?**

License fees are due every year by December 31 to avoid penalty charges. After December 31, there is a 25% penalty; after January 31, a 50% penalty, whichever is greater; and after March 1 a 100% penalty. If payment is not received you may be issued a citation for operation of a business without a license.

**How do I renew my license for the next year?**

The business licensing office sends out renewal notices for business licenses for the following year in mid-November. These renewals will come from **Civic Review**. Payment can be made by clicking a link in the e-mail. All license payments are due December 31.