

CEDAR FORT COMMERCIAL BUSINESS LICENSE APPLICATION

Cedar Fort Ordinance CFO-311-CB-2020

Town of Cedar Fort

50 East Center, Cedar Fort, UT 84013

PHONE (801) 768-2147, ext. 8

HOW TO APPLY FOR A CEDAR FORT COMMERCIAL BUSINESS LICENSE

A **Commercial Business** is where you operate a venture for monetary gain and where clients or customers may or may not come to your establishment. This is not a home business.

(Please retain for your records)

The Town wishes to offer assistance with the application process and has designed this set of procedures to help you understand some of the requirements for opening a commercial business.

1. Generally, businesses involved with the sale of a tangible product must apply for a State Sales Tax number. You may obtain that number from the State Tax Commission at 210 N. 1950 W., Salt Lake City. If you anticipate commencing business in less than 6 weeks, you will need to apply for that number in person. There is no charge. If the business is a sole proprietorship (or other similar circumstance where there is no immediate need for an EIN number) you may apply for the State Sales Tax Number at the same time as you apply for the DBA (item #2 below). You may obtain both items at the Heber Wells address below. You must provide written proof of a valid sales tax number.
2. If you wish to use a business name (DBA), you must register that name with the State Division of Corporations, Assumed Name Section, located at the Heber Wells Building at 160 E. 300 S., Salt Lake City. There is more information at <https://corporations.utah.gov/business/dba.html>. The current charge is \$22.00 for three years. You must file a written copy of your DBA at the time you file your Commercial Business application. If the business is a Limited Liability Company or Incorporated and you are conducting business using the LLC or corporate name, you must file a State approved copy of the Articles.
3. You must complete the attached Business Owner Information Request required by Utah County. This information must be sent to Utah County Assessor – Personal Property, 100 E Center Street, Rm 1105, Provo, UT 84606.
4. If the business is being run from rental property, a letter of permission from the owner must accompany the application.

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5. Applications are to be typed or completed in black ink. Incomplete applications will be returned. Ordinance allows up to 45 days for processing.
6. Fees for all licenses are established by the Town Council. A copy of the most recently approved fees is available at Town Office. All appropriate fees must accompany the application. Please contact this office for correct computation of pro-rated amounts for regulatory and any applicable disproportionate fees. All fees must be personal check, cashier's check, or money order only; **no cash accepted**. A \$35.00 charge is assessed to checks returned by any financial institution.
7. A copy of the Commercial Business ordinance is available for a nominal charge at the Town Office or online at <http://www.townofcedarfort.com/ordinances.htm>. Please make sure you are able to comply with those requirements. If you have questions regarding any portion of the ordinance, you should contact the Town Clerk for correct interpretation or explanation.
8. License renewals are due by January 1 each year. Your Business License will indicate an expiration date. Renewal notices will be sent to you as a reminder, but you are ultimately responsible for making sure renewal payments are received prior to delinquency. A 25% delinquent late fee penalty is assessed on accounts not paid within 30 days of due date. After 60 days, an additional 50% delinquent penalty is assessed. If a bill is delinquent after 90 days, it is forwarded for collection. Collection costs are incurred by the applicant.

Please familiarize yourself with license renewal due dates and delinquency rates indicated on both this information sheet and the application page. You must be willing and able to comply with all provisions of the ordinance for license approval.

If you have questions or need assistance in completing this application, please contact the Councilperson Overseeing Business Licenses at 801-768-2147, 8, and we will be pleased to be of assistance.

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APPLICATION FOR COMMERCIAL BUSINESS LICENSE

****PLEASE PRINT OR TYPE IN BLACK INK****

FOR OFFICE USE ONLY	
APPLICATION # _____	FEE: \$ _____
APPLICATION DATE: _____	FEE PAID: _____ RECEIPT # _____
Zone _____	

Application Date:			
Business Name:		Business Phone #	
Business Address:		City and State CEDAR FORT, UT	Zip: 84013
Mailing Address:		City and State:	Zip:
Start Date:	Sales Tax ID #	Corp/LC/DBA/Other:	Email:
Owner of property?	If NO, Letter of permission?	Phone #	Fax#

Applicant's Name: _____ phone # (____) _____

Authorized agent (if applicable): _____

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1. What is the proposed Commercial Business (type)? _____
Description: _____

2. How many clients (cars and people) will be coming to the business as a result of this application at any one time during a daily interval? _____
3. How many clients (cars and people) will be coming to the business, in any given day, as a result of this application? _____
4. What hours do you anticipate patrons, customers, clients, or deliveries?

5. How many deliveries will there be each day? _____ What size trucks will be making these deliveries? _____
6. What type of equipment, materials, tools, chemicals, and/or merchandise stock are involved in the Commercial Business? _____
7. What type of safety equipment will be required for the Commercial Business?

8. How many employees will be working on location in the Business? ____
9. Is this business required by Utah State law to collect sales tax? ____
10. Do you plan to sell tobacco products and paraphernalia (including e-cigarette/vaping products)? _____
 - a. If so, what is the type of tobacco retailer? Check one:
 - General Tobacco Retailer
 - Retail Tobacco Specialty Business
 - b. Please provide a copy of the Utah County Health Department Tobacco Permit
[\(<http://www.utahcounty.gov/Dept2/Health/Health%20Promotion/Tobacco/TobaccoRetailerPermit.asp>\)](http://www.utahcounty.gov/Dept2/Health/Health%20Promotion/Tobacco/TobaccoRetailerPermit.asp)
11. Do you plan to sell beer? _____
 - a. If so, please provide a copy of your Utah Beer License
[\(<https://abc.utah.gov/licenses-permits/>\)](https://abc.utah.gov/licenses-permits/).
12. Describe the signs that will be used for the business; include dimensions and locations of any signs. _____

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13. Do you agree to receive this renewal form and other communications from the Town of Cedar Fort by email? _____ If yes, please enter your preferred communication email address: _____

14. Please read the attached letters from Utah County Assessor – Personal Property Division. Also, complete the attached New Business Owner Information Request required by Utah County and remit to Utah County. Please enter completion date _____.

15. OWNER'S NAME AND ADDRESS (if corporation, list principal officers). Use additional sheet if necessary.

Name 1	Name 2	Name3
Name _____	_____	_____
Address _____	_____	_____
_____	_____	_____
Phone _____	_____	_____
Email _____	_____	_____

Manager Name: _____ Manager Phone: _____

16. CONTACT PERSON - For Businesses located within Cedar Fort, please furnish the name and telephone number of a LOCAL person (other than the manager) who may be contacted by the Town after hours in case of fire or police emergency at your business.

a. Emergency Name _____
Emergency Phone: _____

17. Total Due (Make check to Cedar Fort) NON-REFUNDABLE \$ _____

LICENSE PERIOD - JANUARY THROUGH DECEMBER

***NOTE - - ALL BUSINESSES WHICH ARE REQUIRED TO HAVE A STATE SALES TAX NUMBER MUST PROVIDE A COPY OF THE CERTIFICATE TO THE TOWN (Form TC-69) AND MUST REPORT TO THE STATE TAX COMMISSION THAT CEDAR FORT IS THE POINT OF SALE. LICENSES CANNOT BE ISSUED WITHOUT THIS DOCUMENT.**

ALL BUSINESSES WHICH SELL TOBACCO AND TOBACCO PARAPHENALIA (INCLUDING E-CIGARETTES/VAPING) MUST PROVIDE A COPY OF THE TOBACCO LICENSE FROM THE UTAH COUNTY HEALTH DEPARTMENT.

ALL BUSINESSES WHICH SELL BEER MUST PROVED A COPY OF THEIR BEER LICENSE FROM UTAH DABC.

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This application is subject to approval from the Cedar Fort Town Council (a background check may be required on some specific types of businesses). Applications may also require approval of the Cedar Fort Fire Department, Building Inspection Department, County Health Department and Zoning Department. Those specific types of uses requiring on-site inspections are subject to a \$30.00 charge over and above the regulatory and disproportionate license fees. If a license renewal fee is not paid within 30 days of the due date, a 25% late fee will be assessed. After 60 days, an additional 50% late fee penalty will be assessed. If a license is not obtained prior to opening your business, you may be subject to a double license fee penalty!

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that I must immediately notify the Town of Cedar Fort. I also acknowledge that I have reviewed the applicable sections of the Cedar Fort Ordinance and comply with them and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse the Town of Cedar Fort all amounts incurred by the Town in excess of the base fee required by the Fee Schedule to review and process this submitted application. I also agree to allow the Staff, Town Council, or appointed agent(s) of the Town to enter the subject property to make any necessary inspections thereof.

Applicant's/Agent's Signature: _____ Date: _____

Please return this form to: Town of Cedar Fort, Attn: Business Licenses, PO Box 389, Cedar Valley, UT 84013

<i>Office use only:</i>						
Building Inspections	Cleared	____	Date	_____		
Planning and Zoning	Cleared	____	Date	_____	Current Zone	_____
Health Department	Cleared	____	Date	_____		
Sheriff	Cleared	____	Date	_____		
Town Code Compliance	Cleared	____	Date	_____		
Fire Dept.	Cleared	____	Date	_____		
Duplicate License	\$20	Inspection Fee	\$30	Other		TOTAL DUE
License Fee	\$150	Penalty	Double			

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USE REQUIREMENTS (If required)

Business Name: _____

ADDITIONAL REQUIREMENTS IMPOSED BY THE PLANNING/ZONING OR TOWN COUNCIL FOR OPERATION OF THE COMMERCIAL BUSINESS

I _____, understand and agree to comply with all of the rules for Commercial Business, including these conditional provisions. I also understand that if I do not comply with all of these rules, my business license may be revoked.

Signature of Applicant _____ Date _____

Building and Fire Code Checklist (to be completed by Fire Chief):

- Building shall comply with current U.F.C. requirements
- Aisles - 36" wide with obstructions on one side
- 44" wide with obstructions on both sides
- Storage of combustibles away from heat source
- Storage of flammable liquids and gases in approved containers
- Portable fire extinguishers (10# min.) must have approved tag
- Fire extinguishers must be visible, readily accessible, and properly mounted
- Address number on building and visible from street
- Exits - Doors open able from inside building without use of key or knowledge
- Clear and unobstructed
- Stairways to have handrail
- 30" clearance in front of electrical control panel with accurate labels on panel box
- Extension cords and adapters to conform with Building and Fire Code requirements
- Other hazards that might threaten health and safety

Date: _____ Fire Chief Initials: _____

Fire Chief _____ Date: _____

For official use only	
Town Council	
Approved _____	Date _____
Disapproved _____	_____
	Councilman overseeing Business Licenses



Utah County Assessor – Personal Property Div.

Kris Poulson
Assessor
801.851.8275

Burt Garfield
Chief Deputy Assessor
801.851.8285

Peter Jeppsen
Commercial Manager
801.851.8299

Dear Business Owner,

Congratulations on the establishment of your new business, as a new business owner there are some obligations that you need to fulfill as a responsible business owner.

Utah State Legislation requires that each business file an affidavit each year with the Assessor's Office declaring their taxable property. This affidavit allows you to list the equipment and supplies you use for your business. Affidavits are sent at the beginning of each new year. If your business equipment has less than \$15,000 (2021) in market value then you may be exempt from paying any taxes, **this does not exempt you from filing each year.** Any failure to file can result in fines, interest, estimations, and audits.

Our office searches through State and City business registries, information from leasing agencies, field research, and State Audits to locate any business operating within Utah County. Any change in either status of the business or account information must be reported to us immediately. In addition, if you are closing a business, you must inform us in writing, as well as inform the City and State agencies. Failure to do so may keep your account active and additional penalties and interest may accrue.

Please fill out and return the attached form below to:

Utah County Assessor - Personal Property
100 E Center Street, Rm 1105
Provo, UT 84606 or FAX 801-851-8282

If you have any questions about this tax, information can be found on our website at www.utahcounty.gov/ppfile or you can call 801-851-8295 and we will be happy to assist you.

Please Cut Here

NEW BUSINESS INFORMATION FORM

Please Print Clearly

Business Name: _____

Owner Name: _____

Contact Name: _____

Business Address: _____

Mailing Address: _____

Telephone #: _____ **Fax #:** _____

Nature of business: _____

Date business started: _____

E-mail address: _____



Utah County Assessor – Personal Property Div.

Kris Poulson
Assessor
801.851.8275

Burt Garfield
Chief Deputy Assessor
801.851.8285

Peter Jeppsen
Commercial Manager
801.851.8299

Hello New Business Owner,

It has been brought to Utah County's attention that you have recently received a business license.

We want to take let you know what to expect for this upcoming year as it relates to your personal property for your business. This is equipment that is used to operate your business. (e.g., computer, phone, desk, chair, etc.)

The state of Utah by law requires that all businesses with a business license to declare all the equipment used to operate the business each year.

Utah Code 59-2-306, Utah State Constitution (Article XIII. Section 2)

At the beginning of each year, you will receive an affidavit for declaration for your business which will allow you to declare your equipment. The affidavits are usually delivered in late February to early March need to be returned no later than May 15th of each year.

The affidavit will have an account number which has been established for the business and a computer-generated pin number for that year. It will include general instructions on how to file online if you should choose to do so. You may file by original paper and mail it (or email a pdf) to Utah County by the due date. If you choose to email, also please send a signed and dated copy of the affidavit with a detailed spreadsheet with a current asset list to personalproperty@utahcounty.gov

If your business is small and has only a small amount of equipment you may wish to claim the exemption for that year. The exemption limit does change each year and you must qualify and apply each year. To do so you must meet the basic criteria each year. (1) The business must list all equipment with the year acquired and the cost associated with it. (2) Sign, date, and request the exemption. This must be done every year by May 15th.

The question is often asked what is personal property? Business personal property is the equipment that you use to run your business on a day-to-day basis. This does include leased equipment. It is not your home nor the commercial building that you are occupying.

If you have any questions, please feel free to contact our department at (801) 851-8295 or stop in to see us in room #1105 100 E Center Street, Provo Utah 84606.

If you sell or close your business, you need to notify Utah County.

Thank you and we look forward to working with you,

Utah County Personal Property Department.