

CEDAR FORT COMMERCIAL BUSINESS LICENSE RENEWAL 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

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

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.

FOR OFFICE USE ONLY APPLICATION # _____ FEE: \$ _____

RENEWAL DATE: _____ FEE PAID: _____ RECEIPT # _____

Zone _____

Replacement/Duplicate License	\$20	Inspection Fee*	\$30	Other		TOTAL DUE
Annual License Fee*	\$150	Late Fee or No-license Penalty				

* May not be required

PLEASE PRINT OR TYPE IN BLACK INK

Business Name:		Business Phone #	
Business Address:		City and State:	Zip:
Mailing Address:		City and State:	Zip:
Applicant's Name:		Applicant's Title:	
Owner of property?	If NO, Letter of permission?	Phone #	Fax #
Corp/LC/DBA/Other:	Email:		
Describe the nature of your business:			

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Is this business required by Utah State law to collect sales tax (circle one)? Yes / No

If yes, provide sales tax # _____

All fees must be personal check, cashier's check, or money order only; **no cash accepted**. 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!

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

Business Name: _____ phone # (____) _____

Authorized Agent: _____

1. Has the address of the Commercial Business changed since the original license application?

2. Has the nature of the business changed since the original license application? _____
3. Have Owners or Managers changed since the original license application? _____

If any of the above questions are "Yes", please complete a new Cedar Fort Commercial Business Application form.

4. If you sell tobacco products and paraphernalia, do you plan to continue to sell these products? If so, please provide a copy of the Utah County Health Department Tobacco Permit (<http://www.utahcounty.gov/Dept2/Health/Health%20Promotion/Tobacco/TobaccoRetailerPermit.asp>). **If you don't currently sell tobacco products and paraphernalia, but would like to, please complete a new Cedar Fort Commercial Business Application form.**
5. If you currently sell beer, do you plan to continue to sell beer? If so, please provide a copy of your Utah Beer License (<https://abc.utah.gov/licenses-permits/>). **If you don't currently sell beer, but would like to, please complete a new Cedar Fort Commercial Business Application form.**
6. 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:

7. 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. This must be completed once; Utah County Assessor will contact you each year after they receive this information. Please enter completion date _____.

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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: _____

FOR OFFICIAL USE ONLY

Town Council

Approved for Renewal _____

Date _____

Disapproved for Renewal _____

Councilperson 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.

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Assessor
801.851.8275

Burt Garfield
Chief Deputy Assessor
801.851.8285

Peter Jeppsen
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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.