

~ TO THE BUSINESS LICENSE APPLICANT ~

*Thank you for choosing Pleasant Grove as a place to locate your business.
We wish you well as you pursue your desires toward a successful and prosperous business.*

WHAT IS A BUSINESS LICENSE AND DO I NEED ONE?

- A business license is the means whereby Pleasant Grove City grants you permission to engage in the business your license is issued for. The definition of business includes all activities, trades, professions or callings engaged in within the corporate limits of Pleasant Grove and carried on for the business of gain or economic benefit.
- If you engage in any business – either permanently or temporarily – within the corporate limits of Pleasant Grove, you are required to maintain a valid, unexpired business license.
- **Section 3-1-1 states:** *Engaging in business includes, but is not limited to, the sale of real or personal property at retail or wholesale; the bartering or trading of property or services; the manufacturing of goods or property; and the rendering of personal services for others for a consideration by persons engaged in any profession, trade, craft, business, occupation or other calling, except the rendering of personal services by an employee to his/her employer under any contract of personal employment.*

WHY DOES THE CITY LICENSE BUSINESSES?

Businesses are licensed to insure

- ▶ The location is properly zoned for the activity to be conducted
- ▶ The building the business will be operating in meets fire safety code standards
- ▶ All federal, state, county and local codes are adhered to, insuring the safety and well-being of our citizens
- ▶ Businesses are properly regulated

The revenue from license fee collections goes into the City's general fund to pay for the cost of licensing and regulation and to insure continuation and improvement of City facilities and services.

THE FOLLOWING STEPS MUST BE TAKEN TO OBTAIN A LICENSE:

- To engage in business you must comply with all Pleasant Grove City regulations related to zoning, building, fire, health, safety, etc. If applicable, all State licensing must be met. **Application will not be accepted without first talking to the Business Licensing Official. This ensures that you have all appropriate requirements, forms and fees for approval. Incomplete applications will not be accepted until necessary requirements are met. Applications must be completed within thirty (30) days. Any application not completed within this time frame, will require repayment of fees and re-application of license.**
- Utah State registration of business name or corporation - see below.
- Utah State sales tax number if applicable - see below.
- Utah State license number/DOPL if applicable - see below.
- Business license application completed with signature of the owner or authorized officer.
- All other applicable statements, letters, and signatures; renter/occupant letter, property owner approval, etc
- Payment of appropriate fees. (Fee schedule listed below for Home Occupation and Commercial Licensing.)
- Application approval by Pleasant Grove City Zoning and Building Department, and all other required approvals: Fire Inspection – see below.
- State & County Requirements: *Utah County Health Dept.:* 801-851-7525 or 801-851-7000/www.co.utah.ut.us/dept/health), *Dept. of Agricultural:* Provo: 801-851-7792 plants, weeds, pesticides / Salt Lake: 801-538-7100 food, etc. / www.ag.utah.gov, *Child Care:* Utah County-Child Care Resource & Referral Mountainland www.uvu.edu/ccrr, 801-863-8220. State-The Bureau of Child Care Licensing 801-374-7688 www.health.utah.gov/licensing, or 801-526-4340 www.jobs.utah.gov/occ.

***HOME OCCUPATION LICENSING FEE: \$50.00, PLUS;**

Home Occupation Permit (Conditional Use Permit Fee - determined by business nature):

- **Minor Home Occupation: \$ 50.00** (one time fee)
- **Major Home Occupation: \$150.00** (one time fee, also requires scheduled meeting with Planning Commission)

[THE HOME OCCUPATION LICENSE APPLICATION AND HOME OCCUPATION PERMIT ARE TWO SEPARATE FORMS. BOTH FORMS ARE REQUIRED AND NEED TO BE COMPLETED AS PART OF THE APPLICATION PROCESS.]

***COMMERCIAL LICENSE FEE: \$ 75.00** **Other additional licensing requirements and fees may apply / Zoning Verification is recommended from Community Development before application is submitted 801-785-6057 – Dave Houston**

***FIRE INSPECTION (Home and Commercial):**

It is the responsibility of each applicant to complete and submit the Fire Department Self Inspection Report with their business license application. PHOTOS MUST ALSO BE TAKEN AND SUBMITTED ALONG WITH THIS REPORT. The Fire Marshal, after review of your self inspection form, may deem it necessary to conduct an on-site inspection of your business. The need for subsequent reinspections will be determined by the Fire Marshal or his agent. When applicable, fire inspections will need to be completed before the license will be issued. The Pleasant Grove Fire Department adopts the most recent version of the International Fire Code, as it becomes available. The IFC's intent [101.3] is to provide a reasonable level of life safety and property protection.

☞ PLEASE NOTE ☞

- √ All businesses operating in Utah are required by law to register with the Department of Commerce either as a “DBA” (Doing Business As), corporation, limited liability company or limited partnership. This can be done at the **Utah State Tax Commission, 150 E Center, Rm. 1300, Provo, Utah. Phone: 801-374-7070.** Applicant must have all applicable paperwork, payment and make own copies. [Also at the Division of Corporations and Commercial Code/Utah Department of Commerce, 160 E 300 S, 1st Floor, Box 146705, Salt Lake City, UT 84145-6705, Phone: 801- 530-4849/1-877-526-3994/FAX 801- 530-6111.] There is a \$22.00 fee for the name registration.) Web site: <http://www.corporations.utah.gov>
- √ Corporations, limited liability companies, and partnerships must have a federal EIN (Employer Identification Number). To obtain an EIN, you must complete Form SS-4 with the IRS. After completing this form, you can get the EIN by mail, FAX, or by phone. Phone: 1-800-829-1040 (Individuals) or 1-800-829-4933 (Businesses). Web site: <http://www.irs.gov>
- √ Corporations and limited liability companies must file Articles of Incorporation with the Utah State Department of Commerce, Heber M. Wells Building, 160 E 300 S, Salt Lake City. Phone 801-530-4849, Ext. 1
- √ All businesses needing sales and use tax numbers (including persons using their own given names) must acquire that from the State Tax Commission. This can be done at the Tax Commission address above, or in Salt Lake (1-800-662-4335/210 N 1950 W, Salt Lake City, UT 84134. All retailers must have a Utah Sales Tax License and related account number. Examples are: retailers selling tangible goods or services, wholesalers purchasing resale inventory, manufacturers, leasing companies, and consumers such as professional firms and construction contractors. Web site: <http://www.tax.utah.gov>
- √ State Licensing: under certain circumstances, a special state license may be required for your business. Only certain professionals need a state license, i.e.; CPA’s, doctors, contractors, cosmetologists, etc. Division Occupational Professional Licensing, 160 E 300 S, Salt Lake City. Phone 801-530-6628/1-866-275-3675. Web site: <http://www.dopl.utah.gov>
- √ **All applicable numbers and documentation certifying the appropriate registration as per above must be obtained and submitted before your business license application can be processed.**

FURTHER LICENSING INFORMATION IS INCLUDED BELOW. CURRENT CHANGES AND REQUIREMENTS IN LICENSING ORDINANCES AND POLICY MAY AFFECT YOUR BUSINESS. PLEASE SEE IF ANY OF THE FOLLOWING PERTAIN TO YOU AND YOUR PARTICULAR BUSINESS.

ALL CONDITIONS MUST BE MET AND COMPLIED WITH BEFORE NEW AND RENEWAL LICENSE CERTIFICATES WILL BE SENT.

All licenses are issued for the calendar year and are renewable on or before December 31. Responsibility of renewal is that of the licensee. Failure to receive notice does not excuse this responsibility. Wherever any license fee is not paid on or before the due date herein specified, a penalty of twice the applicable license fee, plus interest at the rate of one and one-half percent per month, computed on the fee and penalty, shall be imposed. Such penalty shall become part of the fee imposed by this chapter. (Title 3-1-5, Pleasant Grove Municipal Code)

* BUSINESS LICENSE RENEWAL FEE EXEMPTION *

Municipal Code, Title 3: This code will allow for an exemption to be made in the Business License Fee Schedule. **Under this code, business owners whose business earns less than \$2,000.00 a year in total gross receipts (before deductions), will be able to obtain an exemption and will not be required to pay the renewal fee. Business owners will be required to show proof of the previous year’s earnings.** If it is a new business, however, the owner will have to license and pay the fee the first year. The business must be in operation for an entire year before the renewal exemption can take place. The next year, business owners’ will need to show proof that they meet the criteria for a fee exemption. Qualifications will be on an annual basis. The burden of qualifying will be on the applicant. Notification for fee waiver can be made on the yearly renewal application that is issued **before the December 31st expiration** or by contacting the business license department.

* ALARM PERMIT*

All persons engaged in the practice of an alarm business, alarm company or alarm agent in the city are required to obtain valid licensing. No alarm business or alarm agent shall install any alarm system in the city unless the owner or lessee of the premises on which the alarm system is to be installed has a valid alarm permit issued by the city. Every alarm user shall obtain from the police department an alarm user’s permit for each system prior to any installation of an alarm system. [3-18-1] Contact the Police Department 801-785-3506.

Your cooperation and attention to these matters are appreciated. Your business is an important and welcome part of our community. If you have any further questions, or if we can be of further help; please contact our Business Licensing Department at 801-785-6057.