



500 E Main St. Duchesne, Utah 84021
PO Box 974, Duchesne, Utah 84021
phone (435) 738-2464
fax (435)738-5394
office@duchesnecity.com

BUSINESS LICENSE APPLICATION

Application and all other items must be completed on the attached checklist BEFORE a business license is issued.

BUSINESS LICENSE # _____
(OFFICE USE ONLY)

APPLICANT INFORMATION

Applicant Name: _____
Date of Birth: _____
Home Address: _____
City, State and Zip Code: _____
Mailing Address: _____
Home Telephone: _____ *Cell Phone:* _____
Email Address: _____

BUSINESS INFORMATION

Legal Name of Business: _____
Home Based _____ Commercial Based _____ Unknown _____
Business Address: _____
City, State and Zip Code: _____
Business Telephone: _____ *Business Fax:* _____
Business Email: _____
Professional License #: _____
(Contractor, Real Estate, Federal Firearms, Cosmetology, etc.)
Utah Entity #: _____
(you must register your business with the Utah Department of Commerce)
Utah Sales and Use Tax #: _____
(if you are selling goods you must file for a sales tax number with the Utah State Tax Commission)



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BUSINESS INFORMATION CONT'D

Describe the nature of your business:

Please list the location of where your equipment, tools, and supplies to conduct your business will be stored:

If storage is located at home, what percentage will be stored and where? _____ %

LICENSE STIPULATIONS

Please initial next to each item

_____ All Business Licences are issued for a period of one year, which extends from July 1st to June 30th.

_____ License fees are due and payable July 1st, or upon approval of application.

_____ To engage in the business for which this license is issued, you must comply with all City Ordinances and County Health and Safety Codes. These include zoning, building codes, accessibility codes, health and fire safety. If now, or in the future, you do not comply with these codes, this license may be revoked upon the majority vote of Duchesne City Council.

_____ I am responsible to read and understand the requirements of Duchesne City's Business License Ordinance and agree to comply with the same.

(Note: To read about Duchesne City Business and License requirements visit Duchesne City Offices or go to Title 3 of the Municipal Code found at https://duchesnecity.com/government/municipal_code.php)

_____ Duchesne City requires at least 20 days after application submittal for investigative purposes.

_____ Business License Certificate, once issued, shall be posted in a conspicuous place on the wall of the building, room or office of the place of business so that the same may be easily seen.

AFFIDAVIT

I, _____ BEING DULY SWORN, DEPOSE AND SAY THAT I AM THE ABOVE NAMED APPLICANT AND THAT THE STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND CORRECT.

Applicant Signature: _____

Dated: _____



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BUSINESS LICENSE CHECKLIST

All items listed below must be completed BEFORE a business license is issued. Application fees will be due and payable upon successful completion of the application process.

_____ **Completed Application**

_____ **Letter of Permission** (if you are not the property owner)

_____ **Copy of Required State License** (contractor, cosmetology, real estate, daycare, etc.)

_____ **Copy of Entity Registration**

Department of Commerce (801) 530-4849 or visit
www.corporations.utah.gov

_____ **Copy of Sales Tax License** (if applicable)

Utah State Tax Commission (801) 530-4849 or visit
www.tax.utah.gov/sales

_____ **Building Inspection** (if applicable)

Cody Fisher, Inspector
(801) 719-9337

_____ **Fire Inspection, \$50 Fee**

Russ Young, Fire Marshall
(435) 630-4113

_____ **Health Inspection** (if applicable)

Board of Health
(435) 722-6300

_____ **Appear before Duchesne City Council to present your business and application**