

**SYRACUSE CITY TEMPORARY BUSINESS LICENSE APPLICATION**

Syracuse City Community & Economic Development • 1979 W 1900 S, Syracuse UT 84075
801-825-1477 or 801-614-9626 • website: www.syracuseut.com

OFFICE USE ONLY

License # _____

BUSINESS INFORMATION

Name of Business: _____ DBA: _____
Is your business registered with the Department of Commerce? Yes ___ No ___ **Currently Active?** Yes ___ No ___
If No, please apply at www.business.utah.gov/registration **TEMPORARY SALES TAX #** _____
State Entity # _____ Sales Tax ID # _____ EIN/ Federal ID # _____
State Professional License or DOPL # _____ Website/Facebook: _____
Business Address: _____ Business Phone: _____
Mailing Address if different: _____ City: _____ State: _____ Zip: _____
Desired date of opening: _____ Number of employees other than self _____
Type of business: Sales ___ Service ___ Office/Professional ___ Contractor ___ Child Care ___ Other ___
If a Commercial business, square footage of building used for Business: _____
Describe operation of your business in detail: (Including hours and days of operation)

Business Type

- ☐ Commercial
☐ Home Occupation

☐ Temporary/Seasonal

☐ Soliciting
☐ Sole Proprietor
☐ Corporation
☐ Partnership
☐ LLC
☐ Non-Profit

Any business information provided to the City becomes property of Syracuse City and is public record

APPLICANT INFORMATION

Owner Name: _____ Owner Phone (other than business): _____
Owner address: _____ City: _____ State: _____ Zip Code: _____
Birth Date: _____ Driver License: _____ State: _____ SSN: _____ Years lived in Utah: _____
Email: _____ Are you the property owner? Yes ___ no ___ Owner
Additional Owner Name: _____ Phone (other than business): _____
Owner address: _____ City: _____ State: _____ Zip Code: _____
Birth Date: _____ Driver License: _____ State: _____ SSN: _____ Years lived in Utah: _____
Email: _____ **Are you the property owner?** Yes ___ No ___ (please attach additional sheet if more owners)

APPLICANT AGREEMENT

This form is an application for a business license. The actual license will be issued only after this business is in compliance with all City, State, Federal, fire and building codes and ordinances and all inspections are completed and approvals given. Missing or incomplete information on this application may significantly increase the time needed for approval. This application will expire six months after the filing date if all inspections have not been completed and approvals granted. Operating without a Business License is a Class B Misdemeanor, with each day of noncompliance constituting a separate violation.

I, the undersigned, hereby agree to conduct said Business strictly in accordance with all Syracuse City Codes governing such business and swear, under penalty of law, that the information contained herein is true and correct to the best of my knowledge, I understand that to falsify any information on this application is grounds for denial and/or revocation of an applicable license and issuance of any other penalties as provided by law. I acknowledge my responsibility to renew my Syracuse City Business License and pay any and all late fees, if applied.

Applicant Signature: _____ Date: _____

Would you like your Business to be listed in the City Business Directory? Yes ___ No ___ Would you like to be featured as Business of the Month? Yes ___ No ___

FOR OFFICE USE ONLY

Temporary Business License Fee: \$ _____ Date Paid: _____ By _____

Application and License fees are found in the City Consolidated Fee Schedule on the City website. www.syracuseut.com

ZONE: _____ PARCEL ID: _____ CUP Type: Major ___ Minor ___

Conditional Use Permit required? Yes ___ No ___ Permit Fee \$ _____ Date Paid: _____

Other Conditional Use fees are found in the City Consolidated Fee Schedule on the City website. www.syracuseut.com

Departmental Review

Fire Dept:

Building Dept:

Planning Dept:

Comments:



Temporary Commercial Sales Compliance Standards

Syracuse City Community & Economic Development
1979 West 1900 South, Syracuse, UT 84075
801-825-1477 opt.4 • www.syracuseut.com

Office Use
Submittal Date:

Updated 2/21/2017

By **initialing** each box, after reading and completing each section, you agree to comply with **ALL** of these provisions.
If a standard/provision does not apply, mark '**N/A**' rather than initialing.

- Submission of a completed **Business License application** and applicable fee.
- Submission of a completed **Conditional Use Permit** and applicable fee.
- **Site plan drawing** with dimensions and locations of any existing structures on the property as well as property dimensions and setbacks, all existing driveways, landscaping, and parking stalls associated with the site.
- Written and **signed authorization from property owner** to use site/location.
- **Proposed signage** associated with the use in conformance with the Syracuse City Sign Ordinance. Applicants shall not install permanent signs and shall remove all approved temporary signs associated with the use at the conclusion of said use.
- **Restroom/Sanitary Facilities** authorization form signed by Property Owner. (*see attached Restroom Agreement*)
- **Bonding/Insurance** requirements. (*if applicable*)

GENERAL STANDARDS 10.35.050

- The applicant shall locate, operate, and maintain the use in a manner consistent with the **policies of the General Plan and all applicable provisions of City Ordinances and State law.**
- The proposed site **shall be adequate in size and shape to accommodate the use.**
- The proposed site shall be **adequately served by streets** having sufficient width and improvements to accommodate the kind and quantity of traffic the use could reasonably generate. The proposed site, or compliant alternate off site, shall provide **adequate parking** to accommodate vehicular traffic anticipated by the use
- The operation of the use at its proposed location during the requested time period **shall not jeopardize, endanger, or otherwise constitute a menace to public health, safety, or general welfare.**
- The applicant **shall not make any permanent alterations to the site** without the required approvals.
- None of the regulations in this section shall exempt the applicant or operator from any other **required permits, such as health department permits.**
- The **applicant shall ensure clean-up and necessary restoration work in a timely manner**, returning the proposed site to the original condition upon completion of temporary use.
- **Nothing in this Section shall prohibit City sponsored seasonal events**, which could be considered temporary commercial uses, if they receive approval by the City Council.
- **Any other required information as requested by the Land Use Administrator.**

- **Firework sales** are permitted in any professional-office, commercial, or industrial zone from temporary stands or trailers. The sale of fireworks shall be subject to the requirements of the City Ordinances of Health and Fire and Temporary Commercial. The Land Use Administrator or designee may issue a temporary business license for the time period designated for each use, subject to the findings that the commercial use is not a health or safety hazard and conforms to relevant portions of all Syracuse City Ordinances.

I CERTIFY ALL THE INFORMATION ON THIS COMPLIANCE AGREEMENT IS TRUE AND CORRECT.

Applicant Signature: _____ Date: _____

The Land Use Administrator shall review the temporary use permit application for compliance with general standards and applicable regulations set forth in City Ordinance and shall approve, conditionally approve, or deny the application within ten (10) working days. Any person aggrieved or affected by a decision of the Land Use Administrator in denying a temporary business license may appeal to the Planning Commission in writing within ten (10) days after receiving notice of the decision and according to OCC 10.20.120 in this Title. The decision of the Planning Commission shall be final.