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# Commercial Business License

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20 North Main Alpine, UT 84004 • 801-756-6347 (Phone) • 801-756-1189 (Fax) • [www.alpinecity.org](http://www.alpinecity.org)

## **BEFORE applying with Alpine City, you need to register your business with the State of Utah**

The fastest and easiest way to register your business with the State of Utah is to go to the OneStop Online Business Registration at [www.business.utah.gov/registration.html](http://www.business.utah.gov/registration.html). By using this system you can register your business with the Utah state Tax Commission, the Utah Labor Commission, the Utah Department of Commerce, the Utah Department of Workforce Services and the Utah Department of Environmental Quality. After completing the online registration process, you will receive all of the necessary licenses and account numbers for your business. You will receive all of the information necessary to go to your local municipality to apply for a business license.

Please call (801) 530-4849 if you have any questions.

## **HOW TO APPLY:**

### **1) Submit a completed Alpine City Commercial Business License Application including payment of all fees and a site plan. All incomplete applications will be returned.**

- A fee of \$50.00 per year is charged for all Commercial Businesses with an additional \$25.00 fee per each employee up to \$400.00.
- The following items should be included in the site plan:
  - Building outline and its dimensions
  - Lot lines and their dimensions
  - Parking layout (9ft x 19ft)
  - Street accesses
- Expectation for parking on streets is not permitted

### **2) Attend a DRC meeting (as well as a Planning Commission meeting and City Council meeting if necessary).**

- The Commercial Business License application will be reviewed before a license is issued. DRC meetings are generally every Monday morning at 9:00 at city hall.
- Any business that is a new construction will need to be reviewed by both the Planning Commission and the City Council. Once your application is submitted, you will be informed of the date that your application will be on the agenda.
- If your business is in the Historic Gateway Zone and you are remodeling or building then you need to appear before Planning Commission for architectural review and submit:
  - 11 (11x17) copies of the building elevations
  - 11 (11x17) copies of the building rendering
  - Types of materials to be used
- Planning Commission meetings are generally held on the 1st Tuesday of each month. City Council meetings are generally the 2nd and 4th Tuesdays of each month. Complete applications must be submitted 2 weeks prior to a regularly scheduled meeting.

### **3) Have the Building and/or Fire Inspection signed off on your business license if applicable.**

## **LICENSE RENEWAL:**

**Renew your license each year that you are still in business and inform the City when you are no longer in business.**

- Your business license will expire on December 31st of each year. Renewal notices will be sent to you as a reminder, but you are responsible for making sure payments are received prior to delinquency. If a license renewal fee is not paid by March 1st, it will be subject to double the base rate as a late charge.

- Commercial Businesses may be renewed annually provided there have been no reported violations/complaints which may require termination of the Commercial Business.

- A business license cannot be transferred from one person to another or from one location to another. It is the business owner's responsibility to let the City know when a change will be taking place.

## **GLOSSARY OF TERMS:**

**Business Registration Number** (aka Business Entity Number): By law, you are required to register your business name with the Department of Commerce. You must provide a copy of your Business Registration number when you return your business license application to our office. Please call (801) 530-4849 if you have any questions. [The OneStop Online Business Registration Application](#) will provide you this number.

**Sales Tax Number:** Generally, only businesses involved with the sale of a tangible product must apply for a State Sales Tax number. For questions, you may contact the Commission at 1-800-662-4335. If you are required to have a Sales Tax Number, you must provide it when you return your business license application to our office. [The OneStop Online Business Registration Application](#) will provide you this number if your business requires it.

**Federal Employer Identification Number:** (aka Federal Tax I.D. Number, EIN or FEIN): Most businesses will need to obtain a Federal Employer Identification Number with the Internal Revenue Service if a corporation, limited liability company, limited partnership, limited liability partnership, OR sole proprietor with employees is being created. Please call 1-800-829-4933 or go to [www.irs.gov/business/small/index.html](http://www.irs.gov/business/small/index.html) for additional information. [The OneStop Online Business Registration Application](#) will notify you in the event you need to obtain this number.

**Employer Withholding Number:** Employers can get a withholding tax account (license) by using the [OneStop Online Business Registration Application](#) or completing and submitting the form TC-69 Utah State Business and Tax Registration to the Tax Commission. There is no fee for a withholding tax account. However, if you have a history of filing or paying taxes late, you may have to post a surety bond.

**State License:** It is required of some occupations to have a special license issued by the state. Please go to [www.dopl.utah.gov](http://www.dopl.utah.gov) for more information or call the Utah Division of Occupational and Professional licensing at 1(801)275-3675.

**Federal License:** You will only need a federal license or permit if your business is involved in activities that are supervised and regulated by a federal agency. The types of business activities licensed by the federal government can be found at [www.business.gov/register/licenses-and-permits/federal-licenses.html](http://www.business.gov/register/licenses-and-permits/federal-licenses.html).

**If you have questions or need assistance in completing this application, please contact Charmayne Warnock at (801)756-6347 x 4 or at [cwarnock@alpinecity.org](mailto:cwarnock@alpinecity.org)**



# Application for Commercial Business License

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Please clearly print or type an answer to every question. Incomplete applications will not be accepted. Application submittal is required prior to opening. All applicable Federal and State numbers must be obtained before application and fee will be accepted. All business licenses expire December 31st of each year.

## SECTION I: Business Information

Business Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(Include City, State and Zip)

Website: \_\_\_\_\_

Business Email: \_\_\_\_\_

## SECTION II: Owner/Manager Information

Business Owner: \_\_\_\_\_  
(Name) (Home Address)

Owner Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## SECTION III: Federal and State Requirements

Federal and State numbers can be obtained by logging onto [www.business.utah.gov/registration.html](http://www.business.utah.gov/registration.html) (OneStop Business Registration). The State Tax Commission office can be reached at 1(800) 662-4335. The Department of Commerce office can be reached at (801) 530-4849.

Ownership Type:  Corporation  Partnership  Proprietorship  LLC

DBA \_\_\_\_\_

Business Registration Number: \_\_\_\_\_ State Sales Tax Number: \_\_\_\_\_

Employer Withholding Number: \_\_\_\_\_

State License Type (if any): \_\_\_\_\_ Number: \_\_\_\_\_ Expires: \_\_\_\_\_

Federal License Type (if any): \_\_\_\_\_ Number: \_\_\_\_\_ Expires: \_\_\_\_\_

## SECTION IV: Business Description

Which best describes the type of business?

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Retail Store/Shop  | <input type="checkbox"/> Office Building    | <input type="checkbox"/> Medical Clinic | <input type="checkbox"/> Personal Service Shops |
| <input type="checkbox"/> Automotive Service | <input type="checkbox"/> Theater/Recreation | <input type="checkbox"/> Funeral Home   | <input type="checkbox"/> Agricultural           |
| <input type="checkbox"/> Other _____        |   |   |   |

Will there be any building or remodeling?     Yes     No                      If yes: Permit No. \_\_\_\_\_

How many customers per day will visit the business? \_\_\_\_\_

How many people will you employ? \_\_\_\_\_

Do you have adequate off-street parking?     Yes     No    (Please provide a parking diagram.)

What square footage will the business occupy? \_\_\_\_\_

Description of the business or service that you will provide (be specific) \_\_\_\_\_

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I have answered the above questions honestly and agree to comply with the Commercial Business Regulations.

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Date

**License Fee: \$50.00 per year     \$25.00 per each additional employee up to \$400.00 per year**

**Food Truck Business License: \$100 per year**

### FOR CITY USE ONLY

\_\_\_\_\_  
Zoning Inspection signature (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Inspection signature (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Inspection signature (if applicable)

\_\_\_\_\_  
Date

Planning Commission Date: \_\_\_\_\_

City Council Meeting Date: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Payment Method: \_\_\_\_\_  
(Reference #)

License Number Issued: \_\_\_\_\_

**ALPINE CITY SIGN ORDINANCE (ARTICLE 3.25) - Shown are selected sections from the Alpine City Sign Ordinance concerning Business Signs. For the complete ordinance, contact City Hall or go to [www.alpinecity.org](http://www.alpinecity.org).**

**1. PERMIT APPLICATION**

1. All applications for a sign permit shall be submitted to Alpine City and shall include:

- A. a color drawing, picture, or rendering with dimensions of the proposed sign,
- B. a site plan of the location showing the placement of the sign in relation to the building and any driveways, including the setback measurements, and
- C. all other applicable information requested on the sign permit application.

Alpine City will not consider an application without such rendering, site plan, or other information as requested on the sign permit application.

2. All signs involving footings or foundations and/or electrical wiring or connections, or as required by Alpine City, shall be accompanied by a drawing stamped by an appropriate engineer, licensed by the State of Utah, attesting to the adequacy of the proposed construction of the sign and its supports.

3. Alpine City will review and approve or disapprove or request further information on the application.

**2. COMMERCIAL BUILDING SIGNS**

1. Signs shall be painted on, attached to, or erected on the building that houses the business, or upon the property occupied by the business which the sign(s) advertise.

2. All signs attached to a building shall meet the approval of Alpine City to assure that the sign meets the applicable building and electrical codes.

3. The total area of all sign(s) on any one building shall not exceed 15% of the area of the side of the building that a sign is displayed.

4. The area of a sign shall be construed as the area of the overall background. Signs without a background, such as letters or numbers hung together, shall be assumed to be attached to a background which shall be depicted on the application rendering.

5. Permanent outdoor free-standing (monument) signs shall not exceed six (6) feet in height and eight (8) feet in width.

6. Each planned commercial development shall display no more than one (1) permanent freestanding (monument) sign at each entrance.

7. Signs on cloth awnings shall be permitted subject to review by Alpine City, and shall comply with the guidelines in Sections 3.25.8.3, 3.25.8.4, and 3.25.8.9.

8. Within any planned commercial development or on any single building housing a number of uses, or in any arrangement of buildings or shops which constitute a visual entity as a whole, if addresses are to be used, all numbers, letter, or other symbols shall be

**3. TEMPORARY SIGNS** Banners are permitted to be used as temporary signs and shall follow all applicable regulations. Banners and temporary signs attached to buildings are permitted and shall follow all applicable regulations including Section 3.25.8.3. A-frame signs, or equivalent, are permissible and shall not exceed a height of four (4) feet and a width of three (3) feet and shall comply with all applicable regulations. As indicated in Section 3.25.6, off-premise commercial signs are prohibited, except as expressly permitted.

1. Business Signs. The following shall apply:

- A. A permit shall be required.
- B. Temporary business signs shall comply with all applicable regulations of the sign ordinance including, but not limited to Sections 3.25.2, 3.25.3, 3.25.4, 3.25.6, 3.25.7, and 3.25.8.
- C. Grand Opening Period.
  - 1. Temporary signs announcing the initial opening of a business, or the relocation, or change of ownership of an existing business may be allowed within the first year of operations for a period not to exceed 45 calendar days. The signs must be removed at the end of the 45 day period.
  - 2. No more than two (2) signs shall be allowed per location, including businesses located within a planned commercial development. Signs shall be placed at least twenty (20) feet apart.
- D. Special Promotion Periods.
  - 1. A business may apply for three (3) special promotion periods during the calendar year. Each period may not exceed fourteen (14) days. These periods may run consecutively.
  - 2. No more than two (2) signs shall be allowed per location, including businesses located within a planned commercial development. Signs shall be placed at least twenty (20) feet apart.

**I have read and will comply with all of the requirements shown from the Alpine City Sign Ordinance.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_