

Lic # _____



City of South Jordan Business License Application

Send all completed and properly signed forms (including attachments as necessary) along with applicable licensing fees to: South Jordan City, Attn: Business Licensing, 1600 W. Towne Center Drive, South Jordan, UT 84095, Phone: 801-254-3742

Application is for a: Home Occ ²⁰⁰ Home Occ + (Disproportionate) ²⁷⁵

Disproportionate: Including (but not limited to) a home based business with customers/visitors to the home (like daycare or beauty salons) and/or businesses that creates food products for consumption.

Commercial/Retail ¹⁹⁴

Big Box ¹⁵⁵⁹ Example: Costco, Sam's, Target, Wal-Mart

Department Store ⁸³⁹ Example: Gordman's, Harmon's, JCPenny, Smith's

Salon Chair - Booth Rental ⁹² (Salon _____)

Type of Business: Corporation LLC Sole Proprietorship Non-Profit Partnership Other

Reason for Application: New Business License New Business Owner New Business Name
 Transfer of Business Location Temporary Business License

Legal Name of Business: _____

This is the name that is registered with the State of Utah Department of Commerce. Register the business name with the Department of Commerce by using the **OneStop Online Business Registration** site at www.business.utah.gov/registration

DBA Name (if applicable): _____

Business Site Address (incl. suite #): _____ South Jordan, UT 840

Mailing Address (if different): _____

Business Phone: (____) _____ Business web address: www. _____

Projected opening date: _____ Days & Hours of Operation: S M T W Th F S _____ a.m. to _____ p.m.

*Home Occupations involving pedestrian or vehicle traffic shall be conducted only between the hours of 7:00 a.m. and 7:00 p.m.

A driver's license number is required for all Sole Proprietors only. State: _____ Number: _____

A Federal Employee Identification Number (FEIN) is required for ALL businesses
Federal Employee Identification # _____ - _____ Assigned by the IRS. Apply at www.IRS.gov. You may also receive an FEIN through the OneStop Online Business Registration site.

A Utah Sales Tax number is required for all businesses that make retail sales in Utah.
Utah Sales Tax # _____ - _____ - STC Assigned by the Utah State Tax Commission. You may also receive a sales tax # through the OneStop Online Business Registration site.

A professional license number is needed for businesses that are required to be licensed with the Utah Division of Occupational and Professional Licensing (DOPL).
Utah Dept of Professional Licensing # _____ - _____ License type: _____ Expires: _____ Contact the State of Utah Division of Occupational and Professional Licensing at (801)530-6628 if you are not sure if you are required to have a state license. Not all businesses will have this number.

Detailed Description of Business: (attach a separate sheet and/or photos if necessary)

Number of Full-time Employees*: _____ *Including owner(s) Number of Part-time Employees*: _____

Note: Employees of Home Occupation businesses shall consist only of members of the family residing in the dwelling or other individuals whose activities are conducted away from the residence. Home Occupation applications with employees must include a list of the name and relationship of each employee.

Square footage of commercial building: _____

Is Health Department approval required for this business? Yes No

Are EPA hazardous materials stored on site? Yes No (If yes, MSDS of chemicals must be attached.)

Will any finishing/remodeling of the space be needed to conduct business? Yes No

(If yes, please contact the Building Department at (801) 254-3742 about obtaining any required permits)

Owner/Applicant Name: _____

Address (if different from business address): _____

Phone*: (____) _____ Email*: _____ (*required)

Have you been previously licensed for this business? Yes No

If yes, under what name and jurisdiction? _____

Attention All Home Occupation Business License Applicants:

Additional information is required to process the Home Occupation Business License Application:

- 1) Complete the Home Occupation Business License Application Questionnaire (separate worksheet).
- 2) Read and sign the Home Occupation Ordinance Agreement 17.98 (separate worksheet).
- 3) **Provide a sketch or copy of the floor plan of the dwelling and note the area to be devoted to the home occupation. Include dimensions of the dwelling as well as dimensions of the area that will be devoted to the home occupation. Include the total square footage of the dwelling, as well as the total square footage of the area devoted to the home occupation.**
- 4) City Ordinance 17.98.040 (I) Owners of properties within three hundred feet (300') of the lot or parcel and within the same subdivision plat (if applicable) on which the home occupation is proposed (Ord. 2014-16, 11-18-2014) be notified of the business. The City's Business License Official will mail a letter notifying these property owners. For an additional fee, the mailing labels must be printed at the City offices by a City official. **ALL Home Occupation Business License applications are required to submit mailing labels.** Property owners within 300 feet of your residence are allowed 14 days of the notice mailing to object to the proposed business. If there are objections, the license may be denied and the applicant may appeal the denial at a public hearing before the Planning Commission (see appeal process in the Home Occupation Ordinance Agreement).

I AM AWARE THIS APPLICATION DOES NOT AUTHORIZE CONDUCTING BUSINESS UNTIL APPROVED BY SOUTH JORDAN CITY AND A LICENSE HAS BEEN ISSUED. ALL FEES ARE NON REFUNDABLE.

RENEWAL OF THIS LICENSE IS THE RESPONSIBILITY OF THE BUSINESS OWNER. FAILURE TO RECEIVE A RENEWAL NOTICE DOES NOT EXCUSE THIS RESPONSIBILITY.

I HAVE READ THE FOLLOWING AND AGREE TO COMPLY WITH ALL ORDINANCES, CODES AND REGULATIONS SET FORTH BY SOUTH JORDAN CITY, SALT LAKE COUNTY, THE STATE OF UTAH, AND FEDERAL STANDARDS, WHICHEVER APPLIES. I ATTEST THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

IF THIS APPLICATION IS SIGNED IN BEHALF OF A CORPORATION, THE SIGNATURE ALSO CERTIFIES THAT HE/SHE IS AUTHORIZED TO ACT ON ITS BEHALF.

SIGNATURE _____ **DATE** _____

*Incomplete applications cannot be accepted and will be returned

*Please allow 2-4 weeks to process

Business License #



EMERGENCY INFORMATION

(not required for Home Occupations)

The City of South Jordan provides 24 hour police and fire protection to businesses. In order for us to provide the best possible service, we need current information on responsible company persons capable of being contacted after business hours and who are able to respond to the business within 15-20 minutes, if needed.

Please print as clearly as possible.

Business Information

Business Name: _____

Business Address: _____

Business Phone #: _____

E-mail Address: _____

Responsible Persons

Name: _____

Position: _____

Home Address: _____

Home Phone #: _____ Cellular #: _____

Name: _____

Position: _____

Home Address: _____

Home Phone #: _____ Cellular #: _____

Name: _____

Position: _____

Home Address: _____

Home Phone #: _____ Cellular #: _____

This information is confidential and will be used for official business only. If any of the above information changes, please contact us at 801-254-3742.

Date: _____

Business License Name



FLOOR PLAN

(Only required for Home Occupations)

Provide a sketch or copy of the floor plan of the dwelling and note the area to be devoted to the home occupation. Include dimensions of the dwelling as well as dimensions of the area that will be devoted to the home occupation. Include the total square footage of the dwelling, as well as the total square footage of the area devoted to the home occupation.