CITY OF NORTH SALT LAKE

10 East Center Street North Salt Lake, Utah 84054
(801) 335-8700 (801) 335-8719 Fax

COMMERCIAL BUSINESS LICENSE APPLICATION

CALENDAR YEAR		LICENSE #

GENERAL BUSINESS INFORMATION			OWNER INFORMATION		
NAME OF BUSINESS			OWNER NAME		
DBA (IF DIFFERENT)			OWNER ADDRESS		
BUSINESS ADDRESS			CITY	STATE	ZIP
CITY	STATE	ZIP	PHONE NUMBER	FAX NUMBER	
MAILING ADDRESS (IF DIFFERENT)			E-MAIL ADDRESS	DATE OF BIRTH	
CITY	STATE	ZIP	MANAGER INFORMATION (IF DIFFERENT FROM ABOVE)		
PHONE NUMBER	FAX NUMBER				
E-MAIL ADDRESS			STATE PROFESSIONAL LICENSE #		
SALES TAX ID NO.	FEDERAL ID NO.	BUSINESS STARTUP DATE	PARCEL ID NUMBER		
BUSINESS NATURE:				ZONING DISTRICT	

OFFICIAL USE ONLY

ZONING USE REGULATION - (SEE CHAPTER 11 OF THE CITY LAND USE ORDINANCE) _____. MUST BE "P" PERMITTED OR "C" CONDITIONAL. IF "C", APPLICANT MUST APPEAR BEFORE THE PLANNING COMMISSION.

GENERAL BUSINESS LICENSE FEES:	BASE FEE	ADDITIONAL FEE	TOTAL FEE
APARTMENTS - **NO GOOD LANDLORD DISCOUNT**	$100.00	$115 x ___ # of dwelling units	
APARTMENTS - **GOOD LANDLORD DISCOUNT**	$100.00	$29 x ___ # of dwelling units	
MOBILE HOME PARKS - **NO GOOD LANDLORD DISCOUNT**	$58.00	$130 x ___ # of pads	
MOBILE HOME PARKS - **GOOD LANDLORD DISCOUNT**	$58.00	$33 x ___ # of pads	
ASSISTED LIVING	$70.00	-	
AUTOMOTIVE	$335.00	-	
BANKS	$660.00	-	
BEER - REGULATED BY STATE	$300.00	$2,000 faithful observance bond	
TAVERN	$265.00	-	
BUSINESS & PROFESSIONAL SERVICES	$100.00	-	
CHILD CARE SERVICES	$70.00	-	
CONSTRUCTION, MANUFACTURING, & CONTRACTOR SERVICES	$265.00	-	
CONVENIENCE STORES: PREPAID	$800.00	-	
CONVENIENCE STORES: PAY INSIDE	$4,500.00	-	
GROCERY	$1,015.00	-	
HOTEL/MOTEL	$1,325.00	-	
PAWN SHOPS	$1,000.00	$5,000.00 bond	
PERSONAL SERVICES (INCLUDING SCHOOLS)	$100.00	-	
PHARMACY	$100.00	-	
RECREATION	$430.00	-	
REFINERY	$995.00	-	
RESTAURANTS	$335.00	-	

REHABILITATION	$1,325.00	-	
RETAIL/WHOLESALE/RENTALS	$220.00	-	
RV RESORT	$490.00	-	
TEMPORARY	$200.00	$300 cash bond (fireworks stands)	
TRANSPORTATION	$335.00	-	
WAREHOUSE/STORAGE/DISTRIBUTION	$335.00	-	
OTHER	$70.00	-	

PENALTY FOR LATE PAYMENT

PENALTY: The application and fees provided for herein shall be due and payable on or before the 2nd day of January of each year, or before commencing a new business, trade, service, or profession. All license fees shall be delinquent February 1st. License fees outstanding as of February 2nd will be subject to a 25% penalty. Fees remaining outstanding as of March 2nd will be subject to a 50% penalty, and all fees remaining outstanding as of April 15th will be subject to a 100% penalty and will be turned over to the City Prosecutor for further action.

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE TOTAL FEE PAID

Signature: _____ Date: _____ $ _____.

OFFICIAL USE ONLY

COMMUNITY DEVELOPMENT DATE	FIRE DATE
BUILDING DATE	BUSINESS LICENSING DATE
POLICE DATE	

Business Classification

APARTMENTS

MOBILE HOME PARKS

ASSISTED LIVING

Nursing/Assisted Living

AUTOMOTIVE

Automotive	*New Cars*
Car Dealers	*Used Cars*
Car Rentals	*Auctions*
Car Wash	*Detail*

BANKS

BEER

TAVERN

BUSINESS & PROFESSIONAL SERVICES

Office	*Design*
Mortgage	*Pet*
Engineering	*Printing*
Estate (Real Estate)	*Janitorial*
Financial	*Insurance*
Property Management	*Investments*
Rel Est (Real Estate)	*Cash until Payday*
Interior Design	*Copy Centers*
Tech	

CHILD CARE SERVICES (including Preschool & Daycare in Home)

CONSTRUCTION, MANUFACTURING & CONTRACTOR SERVICE

Abatement (Environmental)	*Moving*
Contractors	*Installation*
Excavation	*Woodworking*
Painting	*Molded Products*
Asphalt	*Restoration Services*
Glass	*Service/Property Maintenance*
Machining	*Rail Car Logos*
Manufacturing	*Repair*
Assembly	*Packaging*
Landscaping	*Fire Protection*
Fabrication	*Draft/Fire Protection*

CONVENIENCE STORES: PREPAID

CONVENIENCE STORES: PAY INSIDE

GROCERY

HOTEL/MOTEL

PAWN SHOP

PERSONAL SERVICES

Massage Therapy	*Karate*
Salon	*Dance*
Laundry	

PHARMACY

RECREATION

Recreation

Bowl

REFINERY

RESTAURANTS

Fast Food	*Catering*
Restaurants	*Reception Center*

REHABILITATION

RETAIL/WHOLESALE/RENTALS

Sales	*Food Distribution*
Wholesale/Distribution	*Rent*

RV RESORT

RV

TRANSPORTATION

Towing	*Truck*
Trailer	

WAREHOUSE/STORAGE/DISTRIBUTION

Distribution	*Warehouse*
Storage	

OTHER

Art Studio	*None/Misc.*
Breed	*Photography*
DVD Rental	*Research*
Frame Shop	*Vending*
Job	*Bar Employee Card (for 3 yrs)*
Music	

BUSINESS LICENSE SUBMITTAL

1. Please describe your type of business in detail. Include the daily operations that will occur at this location. Be specific.

2. What are the hours of operation for your business?

3. How many employees will be working at this location? _____

4. List the type and quantity of commercial vehicles at this location, and how often they will be there.

5. Provide a complete list of equipment to be used.

6. Provide a list of quantities of products used or stored, including any hazardous materials.

7. Will you be selling, marketing, or advertising anything that could be considered to be sexual in nature?
   If so, please explain. (You may be required to obtain a sexually oriented business license)

I knowingly affirm that the above information is true. I further affirm that no illegal activity will be conducted at my business.

_____ _____
Signature Date

*If new construction or remodel, please provide a floor plan drawn to scale
**If any remodeling or alterations are necessary, a building permit must be obtained from the Building Department.
***Please be aware that all MSDS sheets need to be readily available at the business location for fire department use.

EMERGENCY CALL OUT INFORMATION FOR YOUR BUSINESS

It is very important for your business to have someone to contact in case of fire, open door, alarms, or some other emergency. We know you would most likely want to be the first person notified, and as soon as possible. We feel the same way, so if you could provide us with three people to contact that might be available on those off work hours (weekends, vacations, holidays) we could give you much better service. The North Salt Lake Police is pleased to have your business operating in our City.

Business name: _____

Business address: _____

Business phone: _____

CONFIDENTIAL HOME PHONE NUMBERS

This information is kept confidential and used only by the Police Department.
(Please include date of birth, social security #, or driver's license # for identification purposes.)

Name_____ Home phone #_____ Title _____

Address_____ DOB _____
(Street & City) ID # _____

Name_____ Home phone #_____ Title _____

Address_____ DOB _____
(Street & City) ID # _____

Name_____ Home phone #_____ Title _____

Address_____ DOB _____
(Street & City) ID # _____

Do you have an alarm installed? Yes_____ No _____
Alarm company: _____ Phone # _____

Return to: North Salt Lake Police Department
10 East Center Street
North Salt Lake, UT 84054

CITY OF NORTH SALT LAKE

10 East Center Street
North Salt Lake, Utah 84054
(801) 335-8700
(801) 335-8719 Fax

Leonard K. Arave
Mayor

Barry Edwards
City Manager

BUSINESS LICENSING INFORMATION

Thank you for choosing North Salt Lake City as the place to locate your business. We wish you well as you pursue your desires toward a successful and prosperous business. North Salt Lake City requires licensing of all businesses which engage in any activity resulting in compensation or other consideration derived from carrying on any business, trade, profession, craft, occupation, commerce or sales of tangible personal property or services, or both. Licenses are required of all occupations based from locations within the City.

The Business Licensing Department of the City cannot accept a business license application until certain key requirements have been satisfied, including acquisition of government identification numbers. The information below will help you with completion of these requirements.

Registering your business with the State

The State of Utah has implemented a quick and efficient way to register your business over the internet at www.business.utah.gov/registration. Through this website you are able to obtain your Federal Employer Identification Number, reserve and register your business name, apply for a sales and withholding license from the Utah State Tax Commission, obtain unemployment insurance and workers compensation coverage, and much more. After completing the online registration process, you will receive all of your necessary licenses and account numbers for your business. If you prefer to register your business in person or if you have any questions, please contact the following agencies:

Utah State Tax Commission	Department of Commerce
801-297-2200	801-530-6701
210 North 1950 West	160 East Broadway
Salt Lake City	Salt Lake City
Tax.utah.gov	commerce.utah.gov

If you already have a sales tax outlet for another City and would like to open an additional outlet for North Salt Lake, you must fill out a TC-69B form and submit it to the Utah State Tax Commission. If you are closing an old outlet for another City and opening a new outlet for North Salt Lake, you must fill out a TC-69C form and submit it to the Utah State Tax Commission. For all new businesses, simply fill out the TC-69 form. Your business license will not be approved until it has been verified that your sales tax is remitting to North Salt Lake City.

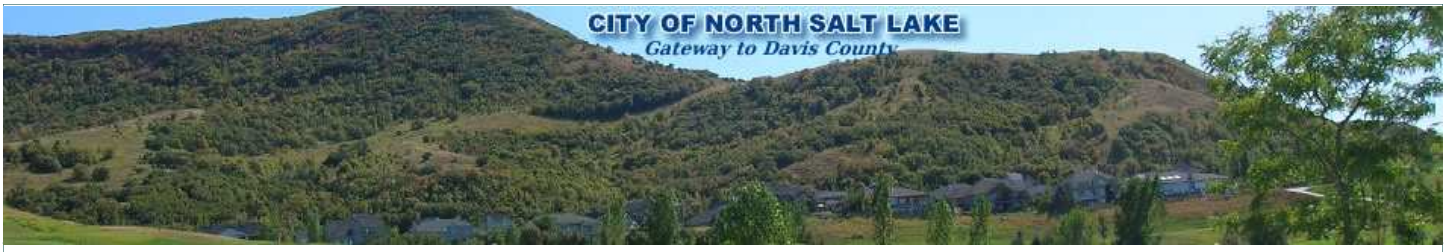
Parcel ID Numbers

You may locate the Parcel ID Number for your property by contacting the Davis County Recorder's office at **801-451-3225**, or by using Davis County's online property search at http://www.daviscountyutah.gov/recorder/property_search/property_search.cfm.

Food Related Businesses

If your business incorporates the manufacturing, preparation, and sale of food items, or is identified as an eating place such as a restaurant, you will need to contact the Davis County Department of Health at **801-525-5000** for a complete list of requirements. These requirements must be met before the City will issue you a business license.

If you are in need of any assistance or have any questions after reviewing this application, please feel free to contact us at **801-335-8701**.



North Salt Lake City is proud to have so many vibrant businesses within the City, and welcomes new business owners into our community. We extend our best wishes for your success!

Free webinars are held every

Tuesday at 8:00 am and

Thursday at 12:00 pm

for the initial setup of your business site. The webinars can be found at this link: http://info.shopsqa.com/?meeting=4644725

As an effort to promote local businesses, and at no cost to you, the City has launched a new program called: ShopsQA

ShopsQA is a searchable business directory which is linked to the City's website (www.nslcity.org). Some of the benefits of ShopsQA include:

- Providing your business with a website if they do not already have one, and linking to existing websites.
- Allowing potential customers to search for businesses by category or name of business.
- Providing potential customers with business contact information, coupons, newsletters, job opportunities and more on your own private business page.
- Sharing recent articles or reviews that have been published about your business with potential customers.
- Integrating with any Twitter, MySpace, LinkedIn, or Facebook account your business may have.
- Allowing potential customers to subscribe to your business and receive exclusive information on upcoming events, e-newsletters, coupons, etc.

To request participation in the **Shop North Salt Lake** Program:

1. Go to the City's website: www.nslcity.org
2. Under "Business", click on "Business Directory" and click on "Shop North Salt Lake"
3. Click on "Register My Business"
4. Complete the information and click "Submit"
5. Your business should receive a response within one business day.

CITY OF NORTH SALT LAKE

Police Department

10 East Center Street, North Salt Lake, Utah 84054 • (801)335-8650 Fax: (801)335-8679

LEONARD K. ARAVE
Mayor
BARRY EDWARDS
City Manager

CRAIG BLACK
Chief of Police

All Alarm Owners
North Salt Lake, UT 84054

Dear Alarm Owner:

The City of North Salt Lake has adopted Ordinance No. 99-11, AN ORDINANCE AMENDING THE CODE OF NORTH SALT LAKE, SPECIFICALLY ENACTING RUGULATIONS FOR BURGLARY AND ROBBERY ALARM SYSTEMS. A copy of this ordinance follows, or you may obtain a copy at the City Administration Building.

Ordinance No. 99-11 provides that a service fee of $100.00 for commercial alarms, and a fee of $50.00 for residential alarms shall be charged to the owner of the alarm for each false alarm within a twelve month period that exceeds three (3). Any alarm user that has more than seven (7) false alarms within a twelve month period shall be subject to revocation and shall be guilty of a class "B" misdemeanor.

The Police Department will be responsible to monitor the number of false alarms and the City Administration will handle the accounts. To protect yourself against any of these fees, we recommend you:

1. Have your alarm checked by the installers if you are having false alarms.
2. Train all people who operate the alarm or who have keys to enter the premises.

The Police Department supports you having an alarm and wants you to know we respond to all alarms. When responding to residential or commercial alarms, the Police Department may request that a representative of your residence or business, respond as well. To be assured that your alarm callout information is correct and updated, please complete the attached form and return it to the Police Department within two (2) weeks.

Thank you for your support in helping us respond professionally to your alarms.

Respectfully,

The North Salt Lake Police Department

South Davis Metro Fire Agency

Proudly Serving the Communities of

Bountiful - Centerville - Davis County - North Salt Lake - West Bountiful - Woods Cross

Fire Chief Jim Rampton

Dear Business Applicant:

On behalf of the South Davis Metro Fire Agency: "Welcome to our community!!"

Your ability to thrive and succeed is of utmost importance to us. To help ensure your success, a "Fire & Life Safety" inspection will be performed prior to your business operation. This inspection can be set up by calling Inspector Todd Smith at 801-677-2407.

The following is a list of the most common things reviewed in the inspection:

- Visible address including suite numbers are visible from road;
- Lighted exit signs and emergency lighting are in working order;
- Exits are free and clear of clutter and provide ease of exiting without obstruction;
- Fire extinguishers:
    1. Current State inspection tag
    2. Proper type and placement (call for instructions)
    3. Installed (No more than 5' above floor);
- Electrical: Outlets with cover plates, Extension cords not for permanent use, and Electrical Panel access (min. 30"). Panel full and labeled;
- General good housekeeping: Aisles and egress exits clear; combustible materials (cardboard, paper, etc.) are minimized; and trash disposed of daily;
- Hazardous Materials (paint, cleaning, chemicals, etc.) proper storage;
- Fire hydrants and fire lanes clear of obstructions, including vehicles.

While this is not a totally exhaustive list, it will provide you with the most common safety issues found during the inspection process.

Best of Luck with your new business venture!!

Respectfully,

David K. Powers, Fire Marshal
South Davis Metro Fire Agency

P.O. Box 1547 • Bountiful, Utah 84011 • 801-677-2400 • Fax 801-677-0166