

Business Licensing Procedures

Congratulations! You are considering opening a business within Utah County. To make this process easier please read and follow the procedures listed below. If you need to contact our office we are located at:

100 E Center Suite 3800
Provo Ut 84606

Our hours are 8 AM to 5 PM, Monday - Friday, all holidays are observed

801-851-8242 Business Information
801-851-8353 Business Licensing Official
801-851-8344 General Information
801-851-8340 fax

Utah County can only license businesses which have a base location that is outside of all city boundaries. If your business base location is within a city, you must contact that city for a license. Exception: All solicitors and peddlers are required to obtain a separate license from each governing entity of where they will be working. One license will not cover all of Utah County. Please contact the Business Licensing Official for procedures.

The following steps need to be completed prior to applying for a Utah County business license:

Utah Department of Commerce/State Tax Commission requirements (this is just an overview of what is needed by the state, additional items may be required):

- All new businesses need to register their business with the Utah Department of Commerce and obtain all required registrations and numbers. You will register your business for the following: business name for a "D.B.A." (Doing Business As) number, Corporation, General/Limited Partnership, Limited Liability Company/Partnership, etc. Registration can be done either in person or by mail at the Utah State Tax Commission, 150 East Center, Room 1300, Provo, Utah 84606 or online at www.business.utah.gov/registrtrion.
- Businesses involved with the sale of a tangible product must provide evidence of a **State Sales Tax** number. You may obtain the sales tax number at the same time as you register your business, at the Utah State Tax Commission, 150 East Center, Room 1300, Provo, Utah 84606 or at 210 North 1950 West Salt Lake City, Utah.

Utah County requirements:

- Refer to the Utah County Land Use Ordinance to verify that the business you want to conduct is an allowed use within unincorporated Utah County. Utah County does not supply any services, therefore, many businesses may

not be allowed.

- Complete and submit a Business License Zone Clearance to the Utah County Community Development Department. As soon as the zone clearance has been completed it will be returned to the applicant.
 - If the zone clearance is approved, the applicant may submit a business license application which will be sent with the approved zone clearance to the applicant. The required fee will be written on the application.
 - If the zone clearance is disapproved or conditionally approved, all outstanding items must be successfully completed to bring the proposed business location into compliance with the Utah County Zoning Ordinance prior to making application for a business license. Building Permits may be required.
- Complete a Utah County Business License application. Please submit the completed application, along with any State Sales Tax and/or Department of Commerce documentation you may have received and a copy of the approved Business License Zone Clearance, to the Utah County Community Development department with the appropriate fee. Check or cash only.
- The application will be reviewed and approved or denied within 10 days of date received in our office. If denied, \$20 of the fee will be retained to cover the costs of processing the application.
- The license is valid from date of approval to December 31 of the current year. Renewals will be sent each December.