

SMITHFIELD CITY
BUSINESS LICENSE DIVISION
96 South Main, Smithfield UT 84335
Phone: (435) 792-7989
Fax: (435) 563-6228
www.smithfieldcity.org

GENERAL LICENSING REQUIREMENTS

Smithfield 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.

All applicable City, County, State and Federal laws must be complied with concurrently while licensed in Smithfield City. Certain types of occupations and professions require a state regulatory license in addition to the local business license.

APPLICATION:

1. It will be necessary to gain clearance from the Planning & Zoning department for land use if you are operating from a base site located within Smithfield City boundaries, whether residential or non-residential, prior to submitting the business license application to us. This is accomplished by contacting the Planning & Zoning Dept., Char Izatt, cizatt@smithfieldcity.org to determine if you will be required to apply for a Conditional Use Permit. There will be a separate fee assessed if it becomes necessary for you to apply for a Conditional Use Permit. Site Development and Landscaping may be conditions of your Conditional Use Permit.
2. If you are operating the business from a non-residential site in Smithfield, you are required to have the **Fire Department (435-757-1579)** and **Cache County Building Department (435-755-1650)** to inspect your site. Home occupations involving child care/preschools; hair/nail salons; and other businesses that are potentially disruptive to the neighborhood, will also require **Fire and Building Department** inspections.
3. **Acquire State Tax Commission numbers.** Businesses must obtain a Sales & Use Tax number to collect and remit to the State, taxes on the rental or retail sale of items, taxable services and various out-of-state purchases. Businesses which have employees and certain business structures must obtain a State Withholding number. The **TC-69** form may be used to acquire those numbers. Contact the Utah State Tax Commission at **1-800-662-4335** for assistance. If required for your business operation, these numbers must be on the business license application when submitted. www.tax.utah.gov
4. **Register your business name.** Each business name or **DBA** ("Doing Business As" name) must be registered. A sole proprietor using only his or her complete legal personal name is exempt from registration. Contact the Utah Division of Corporations and Commercial Code at **1-877-526-3994** or **Fax # 1-801-530-6438**. Web site: www.corporations.utah.gov Fee: \$22 for a 3-year registration. **Please note: the attached name registration form must be type written or computer generated.**
5. **Streamlining the registration process.** One Stop Online Business Registration can be found at www.corporations.utah.gov/online_bus_reg.html by using this system you will be able to 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.