



## Smithfield City

96 S. Main Street – Smithfield, UT 84335  
(435) 563-6226 – [www.smithfieldcity.com](http://www.smithfieldcity.com)

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

### Application For Business License

#### Business Information

Name:	_____
Address:	_____
Mail Address:	_____
Phone:	_____
Email/Website:	_____
Ownership:	<input type="checkbox"/> Sole-Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership
Business Status:	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Temporary Business
Business Type:	<input type="checkbox"/> Home Occupation <input type="checkbox"/> Commercial <input type="checkbox"/> General Contractor <input type="checkbox"/> Independent Contractor <input type="checkbox"/> Other
Business Description:	_____ _____

#### Business Owner Information

Name:	_____	
Home Address:	_____	
Phone:	_____	Email: _____
DL #/State:	_____	D.O.B: _____
Alt. Contact:	_____	Alt. Contact Phone: _____

#### Property Owner Information

Name:	_____
Address:	_____
Phone:	_____

#### State/Federal Information

Sales Tax #:	_____	
DBA:	_____	
EIN:	_____	DOPL License #/Expiration: _____

*I certify, under penalty of law, that the information contained in this Application for Business License is true and correct, to the best of my knowledge. I further agree to abide by all federal, state and local laws governing such business.*

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

- If the Applicant is not the business/homeowner, this Application must be accompanied by a signed, notarized letter from the owner consenting to the Application being submitted on their behalf or to the business being conducted in their home.
- Business license renewals shall be due annually on or before January 1st. If the fee is not paid by that date, late fees apply.
- License fees vary based on business type and will be determined by staff at the time this Application is submitted.
- Please allow at least seven (7) days for investigation and processing.
- Businesses may be registered with the State of Utah at: [https://corporations.utah.gov/online\\_bus\\_reg.html](https://corporations.utah.gov/online_bus_reg.html)
- If your business requires you to obtain a sales/use tax # from the State of Utah, please visit: [www.tax.utah.gov](http://www.tax.utah.gov) to apply for the tax #. That must be included on this Application before it will be processed.
- All commercial businesses and certain home occupations require inspections by the Smithfield Fire Department and Cache County Building Department. You will be notified if your business requires these inspections.
- Some businesses require a conditional use permit in addition to the business license. You will be contacted if your business meets the requirements for a conditional use permit.