

## Instructions on Completing a Single Event Business License

1. Obtain a Single Event Business License application. The application will need to be cleared by Planning & Zoning (435) 792-7989, [cizatt@smithfieldcity.org](mailto:cizatt@smithfieldcity.org) and Fire Departments (435) 757-1579. For additional information please contact Char Izatt, Business Licensing Official, at (435) 792-7989, [cizatt@smithfieldcity.org](mailto:cizatt@smithfieldcity.org)
2. Obtain a temporary sales tax number. You can apply online [www.utah.gov](http://www.utah.gov) or email [specialevent@utah.gov](mailto:specialevent@utah.gov) Follow the directions from the web page to obtain a temporary sales tax number or you can call the Utah State Tax Commission Special Events Unit at (801) 297-6303 or (800) 662-4335 ext. 6303 for further information. If the event is sponsored by an organization and you are a vendor, the sponsor of the organization will obtain sales tax license numbers for you and inform you of your temporary sales tax number either prior to or on the day of the event. If the sponsor of the organization does not obtain the sales tax license numbers, you will be responsible to acquire your own temporary sales tax license number for that event.
3. **Nonprofit Organizations.** You are required to collect sales tax unless you have a Utah State religious/charitable exemption number and if the sale is made in the conduct of the institution/organization's regular religious or charitable function or activity. Write your exemption number in the Taxpayer ID box and zero on the Total Tax due of the Temporary Sales Tax submittal form.
4. If food is to be prepared and sold, you will need a temporary event permit and food handlers' permits from the Bear River Health Department. Please call (435)792-6500 for instruction on how to obtain these permits.
5. If alcohol is to be served, it will be necessary for you to obtain a permit which will need to be approved by the Smithfield City Council. The local Consent, if granted, will be given to you to be forwarded to the DABC (Department of Alcoholic Beverage Control) (801) 977-6800. It will be necessary to receive approval from the DABC for your single event and if approval is given, a copy of that approval needs to be submitted to the Business Licensing Official. **\*\*Please note that these permits can take time to process, please ensure that you allow adequate time for processing and approval.**
6. A copy of the Certificate of Liability Insurance needs to be submitted to the Business Licensing Official, listing Smithfield City as the holder in all Special Events. All vendors should be up to date on their certificates and provide a copy to the Promoter of the event.
7. Obtain a Sign Permit if required. Contact Clay Bodily 435-792-7995 for additional information.

**Please submit your application to Smithfield City at least 10 days to two weeks prior to your event to allow time to process your request with the exception of the Alcohol permit request, which will require an earlier submittal.**