



## Smithfield City

96 South Main Street  
Smithfield, UT 84335  
1 (435) 563-6226

# Business License Application

### Business Information

<b>Name:</b>	_____
<b>Address:</b>	_____
<b>Mail Address:</b>	_____
<b>Phone:</b>	_____
<b>Email/Website:</b>	_____
<b>Ownership:</b>	<input type="checkbox"/> Sole-Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership
<b>Business Status:</b>	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Temporary Business <input type="checkbox"/> Exist. License Number _____
<b>Business Type:</b>	<input type="checkbox"/> Child Care/Preschool <input type="checkbox"/> Commercial <input type="checkbox"/> Manufacturing <input type="checkbox"/> General Contractor <input type="checkbox"/> Home Occupation <input type="checkbox"/> Solicitation <input type="checkbox"/> Institutional <input type="checkbox"/> Other
<b>Detailed Business Description:</b>	_____ _____ _____

### Business Owner Information

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

### Property Owner Information

<b>Name:</b>	_____
<b>Address:</b>	_____
<b>Phone:</b>	_____

### State/Federal Information

<b>Sales Tax #:</b>	_____
<b>DBA:</b>	_____
<b>EIN:</b>	_____ <b>DOPL License #/Expiration:</b> _____

*\* 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 December 31<sup>st</sup>. If the license isn't updated and fee paid by January 31<sup>st</sup>, late fees will be applied.
- 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 review and processing of the application. For questions email us at [business.license@smithfieldcity.org](mailto:business.license@smithfieldcity.org).
- Businesses may be registered with the State of Utah but will still require a city business license found at <https://smithfieldcity.org/forms>.
- If your business requires you to obtain a "sales and use" tax number from the State of Utah, please visit: [www.tax.utah.gov](http://www.tax.utah.gov) to apply for the state tax number. That must be included on this application before it will be processed.
- All commercial and manufacturing business licenses and certain home occupational licenses 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.