



Smithfield City

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

Residential Childcare and Preschool Requirements

1. An official BCI Background Check - 6 Months Current

This can be obtained through the following locations:

Smithfield City Police Department

55 East 100 South

Smithfield, Utah 84335

or

Bureau of Criminal Identification Office

4315 South 2700 West

Taylorsville, Utah 84129

2. Background Disclosure/Waiver and Authorization

The BCI or criminal background check information will be provided to the city, by the application as part of the required information. In addition, the application will sign and notarize the form allowing the city to review the background disclosure report.

3. License and Conditional Use Application Fees

Provide the completed business license and conditional use application, in addition to the required application fees. Provide a copy of the state license if required.

4. Valid Identification

Provide a valid driver's license or legitimate government ID (or ID card issued by any state; valid Passport issued by the US; valid ID issued by a branch of the US Military).

5. Required State Licensing and Fire Inspection

Provide a copy of the state childcare or preschool license if required by state code. All childcare or preschool licenses must be inspected by the local fire department prior to approval.

NOTICE: All information required by the City ordinance must accompany the attached application and be checked at the office of the City Business Licensing Official before 4:00 pm, Monday through Friday for a permit to be issued.



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Business License Application

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 <input type="checkbox"/> Exist. License Number
Business Type:	<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
Detailed 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 December 31st. If the license isn't updated and fee paid by January 31st, 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.
- 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 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.



SMITHFIELD CITY
Planning and Zoning

P.O. Box 96
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www.smithfieldcity.org

Conditional Use Application - Non Subdivision

Conditional Use/Non-Conforming Types (check one)

	Type	Fee		Type	Fee
<input type="checkbox"/>	Amendment - Commercial	\$75.00	<input type="checkbox"/>	Commercial	\$200.00
<input type="checkbox"/>	Home Occupation - Disruptive	\$100.00	<input type="checkbox"/>	Home Child Care or Preschool	\$100.00
<input type="checkbox"/>	R-1 Animal Rights	\$35.00	<input type="checkbox"/>	Accessory Apartment*	\$200.00
<input type="checkbox"/>	Temporary Structure	\$100.00	<input type="checkbox"/>	Non Conforming Use/Structure	\$200.00

If the application is not the business owner, then this application must be accompanied by a notarized statement from the owner consenting to the "Owner Agent Authorization Form." Additionally, documents should be submitted for each application according to the accompanying "Site Plan or Submittal Requirements" chart.

The following "Home Occupation" business types require a fire and/or building inspection.

- Nail or Hair Salon
- Wood or Metal Working Shop
- Preschool or Day Care Facility

*Accessory apartment applications must be provided by the property owner.

To arrange for a fire inspection, contact the Smithfield City Fire Department. To arrange for a building inspection, contact the Cache County Building Department. A minimum of 24 hour notice is required before the inspection can be conducted.

Owner Information

Name	_____
Address	_____
Phone	_____
Email	_____

Applicant/Agent Information (if applicable)

Name	_____
Address	_____
Phone	_____
Email	_____

Parcel Information

Address	_____		
Size	_____ sq ft	_____ acres	Parcel ID _____
Property Use	_____		
Other	_____ (indicate distance to nearest resident)		

Office Use Only

Date Application Received _____ Approved Date _____

Approved Denied

Project Information (attach additional sheets if necessary)

Project Name _____

Project Description	_____ _____ _____
*If this application is amending a CUP, describe the amendment(s)	_____ _____ _____ _____ _____
Days/Hours Of Business Operations	_____ am/pm - _____ am/pm _____ NA (circle) Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Project Timetable	Expected Start Date _____ Expected Finish Date _____
Employment Information	_____ # of employees on highest employment shift
Alcohol Information	Will alcohol be served? ____ Yes ____ No (If "yes") _____ # of fixed seats _____ distance to nearest school
Noise Information	Will there be audible noise outside of the boundaries of the property where the business is located? ____ Yes ____ No
Canal Information	Is there a canal crossing the property for which the CUP is being requested? ____ Yes ____ No (If "yes") Name of the canal/irrigation company _____

Applicant Signature

Brian Boudrero, Planning and Zoning