

## BUSINESS LICENSING – ROOM 220

40 South Main Street, Spanish Fork, Utah 84660

Phone: (801) 804-4580

Fax: (801) 798-5005 Web: [www.spanishfork.org](http://www.spanishfork.org)



**How to apply:** Thank you for your interest in opening your business in Spanish Fork City. The following information will provide you with the steps needed to apply and operate a business in Spanish Fork. Spanish Fork City Business Licenses cannot be transferred from one person to another, nor from one location to another. It is the business owner's responsibility to let the City know when a change will be taking place.

1. **The following State requirements must be met before applying for a Spanish Fork City Business License. By law you are required to register your business name with the Department of Commerce.**
  - Partnerships and sole proprietorships using a name other than a sole proprietor's given legal name must register the "DBA" (Doing Business As) name with the State Department of Commerce. This can be done through One Stop Online Business Registration at [www.business.utah.gov/registration](http://www.business.utah.gov/registration) or, as a courtesy to you; the State Tax Commission will allow you to apply at their office. They are located at 150 East Center Street, Room 1300, Provo, Utah. Phone (801) 374-7070 or 1-800-662-4335.
  - Corporations, limited liability companies, and partnerships must have a Federal EIN (Employer Identification Number). Sole proprietorships can use a Social Security Number for the Federal Identification Number.
  - Corporations and limited liability companies must file Articles of Incorporation with the Utah Department of Commerce. A copy of the Articles of Incorporation will need to be submitted with your Spanish Fork City Business License application.
  - **Sales Tax Number** - Generally, business involved with the sale of a tangible product must apply for a State Sales Tax Number. You may obtain that number at the State Tax Commission located at 150 East Center Street, Provo, Utah. Phone (801) 374-7070 or 1-800-662-4335. There is no charge.
2. **Application:** Submit a completed Spanish Fork City Business License Application including payment of fees.
  - A copy of the Municipal code Title 5-Business Licenses and Regulations may be viewed on the Spanish Fork City Web page at [www.spanishfork.org](http://www.spanishfork.org). Please make sure you are able to comply with the regulations. If you have any questions regarding any portion of the regulations, you should contact this office at (801) 804-4580, for an interpretation or explanation.
  - An incomplete application cannot be processed.
3. **Building and Fire Inspections:** Required of all businesses, with the exception of some Home Occupation Businesses.
4. **City Planner:** Will review the application for completeness pertaining to the Zone Ordinance and if any site improvements are necessary.
5. **Signs:** A sign permit application is required for all signage. Off-premise signage is not allowed in Spanish Fork City.
6. **License Renewals:** License renewals are due by December 31<sup>st</sup> of each year. Your business license will indicate an expiration date. Renewal notices will be sent to you as a reminder. Failure to receive a renewal notice does not excuse your responsibility to renew your Business License. Late fees start accruing after thirty (30) days.

If you have any questions, or need assistance in completing this application, please contact the Business License Office at (801) 804-4580.

**\*\* More information continued on reverse side of page.**

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**BUSINESS LICENSE APPLICATION**

**Mark what type of Business License you are applying for:**  
 Commercial       Home / Residential       Solicitor / Seasonal / Itinerant / Special Event

**Business Name:** \_\_\_\_\_ **Date Starting Business** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Cellular Phone #** \_\_\_\_\_ **Fax #** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

<b>Department of Commerce Registration:</b> <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership Registration number: _____	<b>Utah State Sales Tax #</b> (if applicable)	<b>Federal Identification #</b> (if applicable)
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**Business Owner(s) or Legal Agent:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_ **Zip** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Mark the Appropriate Nature of Your Business:**    Manufacturing    Wholesale    Retail    Services  
 Daycare (Number of clients \_\_\_\_ )    Preschool (Number of clients \_\_\_\_ )    Instructional Studio (Number of clients \_\_\_\_ )

Briefly describe your business: \_\_\_\_\_

**Total Number of Employees:** \_\_\_\_\_   **Employed Full-time:** \_\_\_\_\_   **Employed Part-time:** \_\_\_\_\_

If you are applying for a Solicitor or Itinerant Merchant’s License give a brief description of the nature of your business, the goods to be sold and from whom or where you obtain the goods to be sold : \_\_\_\_\_

If you are applying for a Solicitor or Itinerant Merchant license please list other municipalities in which you have engaged in business for the past six months: \_\_\_\_\_

The receipt for payment of license fees does not constitute being approved to operate a business. The actual license will only be issued when all inspections are complete and approved. Business Licenses expire annually on December 31<sup>st</sup>. Renewal is the responsibility of the business owner. Failure to receive a renewal notice does not excuse this responsibility. License renewal fees are due on or before January 1<sup>st</sup>. Any license fee not paid within thirty (30) days of the due date will be issued a late fee. Any license fee not paid within sixty days (60) is subject to criminal penalties.

I hereby agree to conduct said business strictly in accordance with the Laws and Ordinances set forth by Spanish Fork City, Utah County, the State of Utah, and Federal standards, covering such business, and swear under penalty of law that the information contained herein is true to the best of my knowledge. I also agree that no other type of business will be conducted other than what has been stated above.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

----- THIS SECTION FOR OFFICE USE ONLY -----

License Fee \$	License Number	Zoning	Approval
Building Official	Date: _____	Comments: _____	Approval Pass / Fail Pass / Fail
Fire Official	Date: _____	Comments: _____	

**Complete this page of the application if you are applying for a Home/Residential license**

- Will people be entering your home relative to your business? Yes / No
- To have a Home Occupation in Spanish Fork City you must meet all fifteen (15) requirements of the following City Ordinance 5.40.040:
  1. The home occupation must clearly be incidental to or secondary to the residential use of the lot. If housed in an accessory building, the building must meet the stricter of the conditions of this chapter or the conditions and requirements for accessory buildings found in Spanish Fork Municipal Code §15.3.24.090(A);
  2. The business must be conducted only by a resident or residents who reside on the site;
  3. The business may occupy no more than 300 square feet if located in an accessory building, or the lesser of 300 square feet or 15% of the floor space of the residence if located in the residence. An exception exists for swim lesson home occupations if the swimming pool meets residential pool standards and is constructed primarily for the personal use of the occupants of the residence;
  4. No more than two nonresident patrons are permitted to be at the dwelling at any one time by reason to the home occupation;
  5. The business has no more than ten commercial delivery vehicles per week coming to the dwelling related to the home occupation, or such other number considered excessive in the sole discretion of the City Planner;
  6. The business produces no offensive noise, vibrations, smoke, dust or other particulate matter, odors, heat, humidity, glare, electrical interference, or other objectionable effects beyond the boundaries of the property;
  7. Vehicles or equipment may not be used for the primary purpose of advertising the business at the site of the home occupation. One name plated or identification sign no larger than 18" by 24" is allowed on site, so long as it is located within five feet of the building.(The sign must be approved by the City Planner prior to placement);
  8. The business may not have exterior displays nor display goods which are visible from the outside, nor otherwise store materials, inventory, or equipment outdoors;
  9. The business may not include such uses as automotive repair, commercial welding, body shop, spray painting, industrial uses, commercial stables or kennels, repair of major appliances such as washers, refrigerators, ranges, etc., or other similar type uses which are not compatible with a residential neighborhood, as determined in the sole discretion of the City Planner;
  10. No structural alterations to the building may be made to accommodate the business, which are not customary for a residential structure.
  11. The business shall comply with all safety codes, including fire, building, plumbing, electrical, or others which may be applicable. Swim lesson home occupations shall obtain approval from the Utah County Health Department for the proposed activity. Documentation from the Health Department is required prior to the issuance of a swim lesson home occupation business license.
  12. No process can be used which is hazardous to the public health, safety, morals, or welfare;
  13. If the applicant rents or leases the property where the home occupation is intended to be conducted, the applicant must provide a letter of consent from the property owner.
  14. No visitors or traffic in conjunction with the home occupation shall be permitted between the hours of 9:00 p.m. and 7:00 a.m.
  15. Adequate parking must be maintained for the home occupation. The area utilized and/or designated as required parking may not be used in connection with a home occupation. Excess parking, as determined by the Community Development Director, by patrons in front of neighboring residences is grounds to revoke the home occupation business license.

I have read the Home Occupation Ordinance listed from Section 5.40.040, and I understand and will comply with the Home Occupation Ordinance. Any violation(s) of this ordinance can result in the revoking of my Home Occupation License. I also understand this business license shall not be construed to be a permit for, or an approval of, any violation of any part of the provisions or regulation of the International Building code or Spanish Fork City Municipal Code. I agree to allow a representative from Spanish Fork City to inspect my premises for compliance; without notice at least semi-annually, or when code violations are reported or suspected.

**Applicant's Signature:** \_\_\_\_\_

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

Dear Business Owner:

In order to assist your business, Spanish Fork Police Department would like to have contact information of people who can respond to your business in case of an emergency. This information has proven very helpful in the past when a business has been damaged, burglarized or when an officer has found an open door to the business.

Please fill out the information below and return it as soon as possible to the Spanish Fork Police Department, Attention Business List, 789 West Center, Spanish Fork, Utah 84660. The below contact information will be kept on file with the department so that we will know who to call or contact in the event something happens at your business. If your contact information changes, please contact the police department with current information.

Thank you.

Spanish Fork Police Department

Business Name	
Address	
Phone Number	

Responsible Party Name/Address (3 required)	Phone #s (2)	Date of Birth
1		
2		
3		

Dear Alarm Owner:

Beginning July 1, 2010, a city ordinance will go into effect requiring all home and business alarm systems in the city to have a permit, city code 9.44. The permit is issued free of charge by the Spanish Fork Police Department. The only fees associated with this new ordinance are those imposed to the home or business owner beginning with the fourth (4<sup>th</sup>) false alarm reported to the department within a calendar year. The fee schedule is as follows:

<b>First three false alarms:</b>	<b>No charge</b>
<b>Fourth false alarm:</b>	<b>Fifty dollars (\$50)</b>
<b>Fifth false alarm:</b>	<b>Seventy-five dollars (\$75)</b>
<b>Sixth through ninth false alarm:</b>	<b>One hundred dollars (\$100)</b>
<b>Tenth and all subsequent false alarms:</b>	<b>Two hundred dollars (\$200)</b>

As an alarm owner, your responsibility will be to (1) complete an Alarm Permit Application form, (2) post the permit sticker, when you receive it on or near the alarm control board and one on the front door to the building that has the alarm, (3) provide three responsible key holders living close to the alarm site who can respond to the home or business within 30 minutes when requested and (4) to keep the department advised of changes in information regarding the alarm system, responsible parties, etc.

**The ordinance also stipulates that a single false alarm response by the department will be counted as two (2) false alarm responses if:**

- No responsible person responds or is able to respond when requested by the department
- It takes the responsible person more than 30 minutes to arrive
- No responsible person could be located by the alarm company
- A request for a visual check only of the premise is made by either the responsible party or the alarm monitoring company

**Homes and business locations with alarm systems not registered with the department will still be billed for false alarms reported to the department, beginning with the 4<sup>th</sup> false alarm. The new ordinance also provides for misdemeanor prosecutions of any person or corporation operating an alarm system within the city without a valid permit issued by the department.**

The goal of this new ordinance is to help decrease the great number of false alarms the department currently responds to and use the man hours gained to better serve and protect our community. Your cooperation in complying with this new ordinance is both appreciated and required. If you have questions, please call 801-804-4700. A permit application is attached or they are available at the Spanish Fork Police Department, 789 West Center, Monday through Friday from 8:00 am to 5:00 pm or online at [www.spanishfork.org](http://www.spanishfork.org).

Sincerely,

Spanish Fork Police Department

**SPANISH FORK POLICE DEPARTMENT  
ALARM PERMIT APPLICATION**

**Permit #**

(Issued by Spanish Fork City after submission)

Applicant Information:	Last Name	First Name	MI	Date of Birth
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Business Name (if applicable)
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Address of Alarm Location	Unit #
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Mailing Address (If different from alarm location)
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Residential Phone #	Business Phone #
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Alarm Installer / Service Representative (Company)	Address	Phone #
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Monitoring Company	Address	Phone #
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Responsible Alarm Contacts (Three required, one can be you)			
Full Name	Address	DOB	Phone #s (2)
1.			
2.			
3.			

List above the responsible persons who (1) can respond to the alarm after notification, (2) are knowledgeable in the basic operation of the alarm system, and (3) are authorized and able to gain entry and secure the premises if required.

I have read the completed application and represent the same to be true and correct. I hereby agree that if a permit is issued, I will comply with all the provisions of the City ordinance and applicable State laws. I accept responsibility for all fees or fines that may result from the operation of the alarm system serving the above premises.

Date \_\_\_\_\_ Signature of permit holder \_\_\_\_\_

If you have any questions concerning the application, please contact the Spanish Fork Police Department at (801) 804-4700. You may mail the completed application to: Spanish Fork Police Department, Attention Alarm Permits, 789 W Center, Spanish Fork, Utah 84660 or fax it to (801) 804-4740.