



BUSINESS LICENSING OFFICE

185 EAST MAIN

P.O. BOX 893

PRICE, UTAH 84501

PHONE: (435) 636-3183, FAX: (435) 637-7263, WEB: www.priceutah.com

HOW TO APPLY FOR A PRICE CITY BUSINESS LICENSE

Thank you for choosing Price City for your business endeavor. This checklist and packet will provide you with information needed to apply for a business license. Please note that there may be additional regulations depending on your type of business. We hope your experience will be a positive and prosperous one.

COMMERCIAL AND HOME OCCUPIED BUSINESSES

Planning and Zoning Steps

- Complete the Conditional Use Permit Application.
- Complete the Home Occupied Business Questionnaire, if applicable.
- Complete the Home Occupied Business Fire Safety Questionnaire, if applicable.
- Pay all applicable fees (see attached Zoning Fee Schedule) at the Price City Utilities Department at City Hall, 185 East Main.
- Meet with the City Recorder, or Community Director, at City Hall, 185 East Main, to be added to the Planning and Zoning Commission agenda (see attached meeting schedule).
- Attend*** your scheduled Planning and Zoning Commission meeting.

Business Registration Steps

- Register your business name with the Utah Department of Commerce (801-530-4849).
- Obtain a Federal Employer Identification Number, if applicable to your business, from the IRS (801-799-6963).
- Obtain a Utah State Sales Tax ID Number, if applicable to your business, from the Utah State Tax Commission (801-297-2200).

Use the convenient ***OneStop Online Business Registration at www.business.utah.gov/registration, or contact the respective offices, at the numbers listed above, for more information.***

Business License Application Steps

- Complete the Business License Application.
- Provide proof of professional license, if required.
- Include a copy of the following with your business license application:
 - State name registration, or stamped articles of incorporation (only page showing name)
 - Federal Employer Identification Number
 - State Sales Tax ID Number, or proof of exemption
 - Professional license
 - Drivers License
- Return completed applications to the City Recorder, located at City Hall, 185 East Main, and ***inquire of the fee amount for your business.***
- Pay all applicable fees at the Price City Utilities Department at City Hall, 185 East Main.
- A business license will be mailed to you when approvals have been received from the City Recorder, Planning and Zoning Commission, Building Inspection, Public Safety and Fire Departments, and any other required departments or agencies.

RECIPROCAL BUSINESSES

Reciprocal licenses are granted if the following conditions are met:

1. You maintain a regular place of business outside of Price City.
2. You are licensed by the Utah municipality or county in which your business is situated.
3. Your only business activity in Price City is the mere delivery of merchandise or a service.

If you are applying for a reciprocal license, you only need to complete the **Business License Application Steps**. In addition, please provide a copy of your current business license.