



ADMINISTRATIVE OFFICES
76 NORTH 200 WEST
DELTA, UT 84624-9440
435.864.2759/435.864.4313 FACSIMILE
delta.utah.gov

HOW TO APPLY FOR A CITY BUSINESS LICENSE

Retain This Page for Your Reference

The business licensing division of the City would like to aid with the application process and has provided this set of procedures to help you understand some of the requirements for opening a business in Delta City. Please note that this is not intended to be an exhaustive list.

1. Businesses must register a business entity ((DBA (doing business as), Trust, Corporation, LLC (Limited Liability Company, etc.)) with the Utah Department of Commerce's Division of Corporations and Commercial Code. That agency is located at the Heber Wells Building, 160 East 300 South, 2nd Floor, SLC, UT 84111, 877.526.3994, or online at www.business.utah.gov/registration ((a.k.a. State of Utah's OneStop Business Registration System (OneStop)). You must submit some form of acknowledgment/verification of filing the State registration, with this application.
2. Business involved with the sale of a tangible product must provide evidence of a Utah State Sales Tax License number. You may obtain the sales tax number at the same time as you register the business entity, at the OneStop website or obtain the sales tax number from the State Tax Commission at 210 N 1950 W, SLC, UT 84134-3910, 800.662.4335.
3. Please complete the application in dark ink. Incomplete or illegible applications will be returned. All applications must contain an original signature of the applicant(s).
4. Allow for up to ten (10) business days for processing. Temporary Permits may be available for unforeseen delays.
5. Fees must accompany the application. Please contact this office for computation of pro-rated amounts. Fees are adopted by Delta City Council and are represented in a Consolidated Fee Schedule. Regulatory fees are pro-rated by the calendar quarter.
6. A license is granted when approvals have been received from the City's Code Enforcement Officer (435.864.2759, Ext. 14) regarding zoning requirements, from the City Fire Chief (435.864.7904) pertaining to mandatory fire safety requirements to protect you and the interests of the public you intend to serve, the approval of the local regulatory official from the State of Utah's Department of Health (435.864.3612) if your business will include the sale of food commodities or the preparation and sale thereof, and also the Delta City Building Inspector's passing off on the safety of the structure, etc., and finally the overall application approval by the City's Administrative Officer/Recorder (435.864.2759, Ext. 15).
7. Beyond the initial Utah Department of Health approval and provision to us of their issued Health Department Certificate to you, it will be mandatory for license renewal for businesses which include the sale of food, food commodities, food preparation and sale of all thereof, or businesses with tanning beds or any business that the Utah Department of Health has operational jurisdiction over will have to annually provide a copy of their renewal certificates to Delta City before a license will be renewed and issued.
8. There are additional application requirements for alcohol sales, tobacco shops, sexually-oriented businesses, pawn brokers, etc. Additionally, if your profession is regulated by the Utah Department of Occupational and Professional Licensing (DOPL), a copy of that professional license must be supplied. Temporary or soliciting-type businesses are licensed on a separate application with specific requirements. Please contact the Licensing Office for further information.
9. Annual fees shall be due on the first day of each calendar year in advance. The annual license shall date from the first day of January of each year and shall expire on December 31 of each year. Annual fees shall be due on the first day of each calendar year and shall become delinquent if not paid by February 1, each year except as otherwise specified. C. All license fees not paid by February 1 of each calendar year shall be increased by ten percent (10%) of the total license fee payable for that business. License fees not paid by March 1 of each calendar year shall be increased by fifty percent (50%) of the total license fee payable for that business.



BUSINESS LICENSE APPLICATION

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Office Use Only
Date Received: _____
Date Paid: _____
Fee Paid: _____
License No. Issued: _____

ENTITY INFORMATION

Entity Name: _____

Location Address: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip + 4: _____ - _____

Email: _____ Phone: _____ Fax: _____

Utah State Sales Tax License Number (if applicable): _____ - _____ -STC

Mandatory: If your business will sell any type of commodity or product, you must have a Utah State Sales Tax License Number.

EIN/FEIN: _____ Utah State Entity Number: _____

United States Federal Tax Identification Number

Utah Department of Corporations and Commercial Code Number.

Mandatory registration to receive a business license from Delta City.

Entity Type: () Sole Proprietor () Partnership () Limited Liability Company () Corporation () Other _____

Description of Business Activity: _____

OWNER INFORMATION

Owner's Name: _____

Owner's Phone: _____

Owner's Address: _____

Driver License Number: _____ Issuing State: _____

Have You Ever Been Convicted of a Felony? _____

Are You Legally Authorized to Work in Utah and the United States? _____

Documentation is required to prove work status for Non-U.S. Citizens . Doc's Received ()

Manager's Name: _____

Manager's Address: _____

Manager's Phone: _____ Manager's Email: _____

I (We) hereby agree to conduct business in accordance with the Utah State and Delta City Municipal Code laws governing such business and swear, under penalty of law, that the information contained herein is true and correct.

Signature(s): _____ Date: _____

The acquiring of official signatures must be obtained prior to application submission and are an applicant responsibility.

Approvals	
Zoning Officer _____	Date _____
Fire Chief _____	Date _____
City Building Inspector _____	Date _____
Utah Department of Health Inspector _____	Date _____
_____	Date _____
Administrative Officer/Recorder	