



Payson City

439 West Utah Avenue
Payson, UT 84651 (801) 465-5204

Commercial Business
License Application

Business License # _____

Application Date: ___/___/___

Projected Opening Date: ___/___/___

Type of Organization:

- Partnership
- Proprietorship
- Limited Liability
- Corporation
- New Owner
- New Location
- New Business

Entity/DBA # _____

Perm State Tax # _____

Federal Tax # _____

Beer/Liquor License # _____

Contractor # _____

Business Name _____ Business Phone _____

Onsite Business Manager _____ Phone _____

Business Address _____ City _____ State _____ Zip _____

Mailing Address _____ City _____ State _____ Zip _____

Business Email _____

Business Owner's Name _____ Date of Birth ___/___/___

Business Owner's Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____

Property Owner's Name _____ Phone _____

Home Address _____ City _____ State _____ Zip _____

Emergency Contacts (For police and Fire – Must be over 21 and able to respond and open the building within 20 minutes)

Name (1) _____ Phone _____

Name (2) _____ Phone _____

Description of Business _____

If the applicant is not the property owner, the following must be completed:

I _____, the property owner of the above property,
authorize the applicant to conduct the business as described on this application.

Date ___/___/___

Property Owner's Signature _____

Include:

- A site plan of the lot/yard.
May be hand drawn. Indicate business parking areas, outside accesses and walking areas for customers. Walking areas should be labeled "paved, grass or dirt". Include measurements of walks, parking and setbacks.
- A floor plan of the business.
May be hand drawn. Label the rooms. Identify exits fire alarms and extinguishers and any rooms with fire sprinklers. Give the approximate square footage of rooms and storage shelf heights in storage areas (if over 10 feet high).
- A business statement.
The business statement should include, but is not limited to, details about the anticipated business activities products and/or services you will be providing along with any expansion plans, number of employees, hours of operation and any other information that can be used to ensure proper review.

Please be aware that you are NOT authorized to operate your business until you have received your business license. The actual license will be issued only when all inspections are received and approved, if applicable. All information must be accurately completed or the issuance of the business license will be delayed.

State and local statutes may require that various agencies inspect your home for health and safety issues. The inspectors are authorized to inspect for their department or division only. Approval of any one inspector does not constitute approval of your business license. Your license will be issued only upon completion and compliance with the entire process.

When a business license is required it is a Class C misdemeanor to operate a business in Payson City without the required license.

I _____, hereby agree to conduct business strictly in accordance with the laws and ordinances of Payson City Corporation and swear under penalty of law that the information contained herein is true.

Date Signed: ___/___/___

Applicant Signature

Sign Permit Information

I _____, owner of _____ business, agree to obtain a sign permit prior to installation of any signage for the business noted above. I agree to follow the Payson City Sign Ordinance, as found in Payson City Code 19.15.

Date Signed: ___/___/___

Applicant Signature

FOR OFFICE USE ONLY

Planning: _____	Zone: _____	Date: _____
Building: _____		Date: _____
Police: _____		Date: _____
Fire: _____		Date: _____
Pretreatment: _____		Date: _____
Health-Ag: _____		Date: _____