



**5400 West Civic Center Drive, Suite 1  
Highland, UT 84003  
Phone (801) 772-4510 Fax (801) 756-6903**

## APPLICATION FOR COMMERCIAL BUSINESS LICENSE

### OFFICE USE ONLY

Application Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ License No: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Date Pd: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Check  
 CC  
 Cash

*BUSINESS LICENSES ARE VALID JULY 1<sup>ST</sup> THROUGH JUNE 30<sup>TH</sup>. RENEWAL LETTERS ARE MAILED PRIOR TO JUNE 30<sup>TH</sup> EACH YEAR. PRINT CLEARLY OR TYPE AN ANSWER TO EVERY QUESTION. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.*

Business Name: \_\_\_\_\_

DBA (if applicable): \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different than business address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Business Email: \_\_\_\_\_ Business Website: \_\_\_\_\_

Describe your business in detail:

Check license type applying for:

- Class I - General Business
- Class II - Private Club w/Liquor
- Class III - Manufacturing, Milling, Mining, Fabrication, etc.

Please complete the following:

- |  |                             |
|--|-----------------------------|
| 1. Will any materials considered flammable, toxic, poisonous or otherwise hazardous be kept at the business? | Please Circle<br>(Yes) (No) |
| 2. Will there be any outside storage of material, supplies, equipment, etc.?                                 | (Yes) (No)                  |
| 3. Will any excessive noise be created by the business?  | (Yes) (No)                  |
| 4. Is your business a food establishment? (Must include a copy of County Health Permit/USDA permit)          | (Yes) (No)                  |

State Sales Tax Number: \_\_\_\_\_

Federal EIN: \_\_\_\_\_

Business Entity Number: \_\_\_\_\_

DOPL License Number (if required): \_\_\_\_\_

Federal License Number (if required): \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner's Telephone: \_\_\_\_\_ Owner's Email: \_\_\_\_\_

Local Manager's Name: \_\_\_\_\_

Local Manager's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Manager's Telephone: \_\_\_\_\_ Manager's Email: \_\_\_\_\_

**FEES**

Class I – General Business

Business License Filing Fee (unless specifically noted below) .....	\$90.00
Auto Repair/Mechanical .....	\$230.00
Auto Repair/Painting .....	\$300.00
Mobile Paint Services .....	\$230.00
Gasoline/Propane Dispensing (Gas Stations) .....	\$230.00
Dry Cleaners .....	\$160.00
Large Retail (Grocery Stores).....	\$300.00
Tobacco-Smoke Shop.....	\$275.00
Hotel/Motel/Rooming House.....	\$375.00
Fireworks - Indoor Sales/Outdoor Sales .....	\$225.00
Hospitals .....	\$300.00

Class II – Businesses Serving Alcoholic Beverages

Private Clubs w/Liquor License .....	\$420.00
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Class III – Manufacturing, Milling, Mining, Etc.

Wholesale/Bulk Oil Dispensing.....	\$300.00
Mineral Extraction.....	\$400.00
Hazardous Materials	
Storage Only .....	\$230.00
Mixing/Dispensing/Use.....	\$300.00
Large .....	\$375.00

I understand all Highland City business license applications may be evaluated by the police, fire, health, and zoning. The privilege to have a business license in Highland is granted only by the City Administrator through authority of the Mayor and City Council. At least 10 working days are required for an investigation period. This period may be extended if necessary to complete the investigation. I further understand that if the license is disapproved for any reason, the entire application fee may not be refunded, as the fee may be used to partially defray investigation and administration costs. A license will only be issued upon completion and satisfaction of all application requirements, investigation process and approval of the City Administrator. Approval of license is based on the applicant's continual compliance to all Highland City codes governing such businesses and may be revoked if applicant is found in violation.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Zoning Approval: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Comments: \_\_\_\_\_

Building Inspection (if necessary): \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Fire Inspection: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

City Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_