



# Commercial Business License Application

125 S. Main Street, Vineyard, UT 84058 (801)226-1929

### BUSINESS INFORMATION

Business Status (check all that apply): <input type="checkbox"/> New Business <input type="checkbox"/> Location Change <input type="checkbox"/> Name Change <input type="checkbox"/> Ownership Change			
Business Name:			
Business Address:			
City:	State:	ZIP Code:	Local Business Phone:
Mailing Address:			
City:	State:	ZIP Code:	Corporate Business Phone:
Business Email:		Business Website:	

### BUSINESS DESCRIPTION

Nature of Business: <input type="checkbox"/> Manufacturing <input type="checkbox"/> Retail <input type="checkbox"/> Services <input type="checkbox"/> Food Service (include copy of Utah County Health Permit) <input type="checkbox"/> Wholesale <input type="checkbox"/> Mobile Vendor <input type="checkbox"/> Other: _____
Describe your business and how the property will be used. Please be specific.
Will any of the following be a part of the business? <input type="checkbox"/> Beer or Liquor Sales (If yes, you will need a Vineyard Alcohol License.) <input type="checkbox"/> Door-to-Door Sales (If yes, you will need a Vineyard Solicitor's License.) <input type="checkbox"/> Mobile Food (Food Truck) If yes, see the Food Truck Packet for more information. <input type="checkbox"/> E-liquid Manufacturing, Tobacco, ENDS, E-cigarette and/or Paraphernalia Sales (If yes, you will need a State Tobacco License.)
Will your business produce, store, or use significant quantities of any toxic, explosive, or dangerous chemicals, liquids, or materials? <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of employees at the location: _____ (if you are the owner, do not count yourself.)
Will you be holding a Grand Opening? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the estimated date of the event: _____ Would you like this event promoted on the Vineyard Facebook page? <input type="checkbox"/> Yes <input type="checkbox"/> No

### OWNER AND MANAGER INFORMATION

Business Owner:	
Phone:	Email:
Home Address:	
Business Manager:	
Phone:	Email:
Home Address:	

**FEDERAL AND STATE INFORMATION**

State numbers can be obtained by logging on to [osbr.utah.gov](http://osbr.utah.gov) (OneStop Business Registration). The OneStop Business Registration application will notify you if you need to obtain a Federal Employer Identification Number (FEIN). To apply for a FEIN, go to <https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers-eins>. All entities other than an individual/sole proprietor will need a FEIN. All employers, including an individual/sole proprietor, will need a FEIN. If you are a sole proprietor with no employees, write N/A.

State Registration:  Corporation     Partnership     Limited Liability (LLC)     Sole Proprietor     DBA

State Sales Tax #: \_\_\_\_\_ FEIN: \_\_\_\_\_

State Business Registration Number: \_\_\_\_\_

State License/DOPL Type (if any): \_\_\_\_\_ Number: \_\_\_\_\_ Expires: \_\_\_\_\_

Federal License Type (if any): \_\_\_\_\_ Number: \_\_\_\_\_ Expires: \_\_\_\_\_

**LICENSE AND FEE INFORMATION**

License Period is January 1st through December 31st. License renewals are due December 31st.  
Complete applications received after July 1st will be charged half the annual fee.

TYPE OF BUSINESS	ANNUAL LICENSE FEE
Industrial, Manufacturing, & Distribution	\$250
Restaurant/Food Related	\$190
Retail	\$215
Service Related	\$75
Mobile Food Business	\$25 per food truck
Itinerant Merchant (90-day maximum)	\$30
Solicitor (submit Solicitor's License Application)	\$30

**ADDITIONAL REQUIREMENTS**

In addition to this Application, please submit the following to Vineyard:

- TSSD Pretreatment Survey
- Copy of any necessary federal, state or county permit or license

You will also need a fire inspection. Please see the Fire Inspection Letter for information on how to schedule the inspection.

By signing below, I certify that the information contained herein is true and correct. I understand that business shall not commence at this location without first obtaining a business license, and if needed, inspections by the fire inspector and Utah County Health Officials, which must first be completed and the building approved by these officials for business activities.

\_\_\_\_\_  
Signature of Business Owner

\_\_\_\_\_  
Printed Name of Business Owner

\_\_\_\_\_  
Date

Please return application along with the appropriate attachments and fee to:  
Vineyard City Office, 125 S. Main Street, Vineyard UT 84058.  
You may also email forms to [kellyk@vineyardutah.org](mailto:kellyk@vineyardutah.org).