



HELPER MUNICIPAL CORPORATION

P.O. Box 221, 58 South Main, Helper, Utah 84526
(435) 472-5391 / FAX (435) 472-5530

-TO THE BUSINESS LICENSE APPLICANT-

Thank you for choosing Helper City as a place to locate your business. We wish you well as you pursue your desires toward a successful and prosperous business.

The following steps must be taken to obtain a license:

- ✓ Utah State registration of business name or corporation.
- ✓ Utah State sales tax (copy required).
- ✓ Utah State license number/DOPL if applicable.
- ✓ Business license application completed with signature of the owner or authorized officer.
- ✓ Completed application and Conditional Use Permit, if needed, **must** be returned to Helper City Hall before being added to the Planning and Zoning agenda. Return the application the Friday before the Planning and Zoning meeting by 5 p.m.
- ✓ Application approval by Helper City Planning and Zoning Department, and all other required approvals: health, fire inspection, State, etc.
- ✓ Payment of appropriate fees. A Business License is \$75.00, a Conditional Use Permit is \$50.00 and a Home Business License is \$10.00. Additionally, if needed, a Short-Term Rental Conditional Use fee is \$60.00.

To engage in business, you must comply with all Helper City regulations related to zoning, building, fire, health, safety, etc. If applicable, all State licensing must be met.

All licenses are issued for the calendar year and are renewable on or before December 31. Responsibility of renewal is that of the licensee and new license must be paid for before expiration date. Failure to receive notice does not excuse this responsibility.

- Partnerships and sole proprietorships using a name other than a sole proprietor's given legal name must register the "DBA" (doing business as) name with the State Department of Commerce. This can be done at the Division of Corporations and Commercial Code/Utah Department of Commerce, 160 E. 300 S., 1st Floor, Box 146705, Salt Lake City, UT 84145-6705. Phone: (801) 530-4849, (801) 877-526-3994 FAX: (801) 530-6111 Web Site: <http://www.commerce.state.ut.us> Or at the Utah State Tax Commission, 150 E. Center, Rm. 1300, Provo, Utah, Phone: (801) 374-7070. *There is a \$20.00 fee for the name registration.*
- All businesses needing sales and use tax numbers (including persons using their own given names) must acquire that from the State Tax Commission. This can be done in Salt Lake at 210 N. 1950 W., Salt Lake City, Utah 84134, Phone: 1-800-662-4335 or in Provo (at address listed above). All retailers must have a Utah Sales Tax License and related account number.
- Corporations, limited liability companies, and partnerships must have a federal EIN (Employer Identification Number). This can be acquired by completing Form SS4 and sending it by FAX to (801) 620-7115 or by mail to Ogden Service Center, Mail Stop 6271, PO Box 9950, Ogden, Utah, 84409, Phone: (801) 620-6755 or 620-7667. Response time is approximately fourteen days.
- Corporations and limited liability companies must file Articles of Incorporation with the Utah State Department of Commerce, Heber M. Wells Building, 160 E. 300 S., Salt Lake City, Phone: (801) 530-4849, Ext. 1.
- Documentation certifying the appropriate registration as per above must be submitted with the business license application.

All businesses in Utah, using a business name, are required by law to register with the Utah Department of Commerce. Registration of assumed business names, often called "DBA's" (Doing Business As) are required of all businesses that are not corporations, limited liability companies or limited partnerships. Registration protects the business owner so the owners' business name cannot be legally used by another business. It is required so that all business and corporate information is available for public reference. It is also required by law to provide notice to the

public of who owns or stands behind a business entity. **Regardless of how many years of business operation you may have**, whenever anything other than a given name is used as your business name, State registration is required. This can be done either as a sole/individual proprietorship (DBA), LLC, Corporation, etc.

BUSINESS LICENSE APPLICATION HELPER CITY

58 South Main St, Helper, Utah 84526
(435) 472-5391 / FAX (435) 472-5530

New _____ Renewal _____ Home Business _____ Solicitor _____

Business Name: _____

Business Address: _____ Business Phone: _____

Business Mailing Address: _____ City: _____ State: _____ Zip: _____

Property Owner's Name: _____ Phone: _____

Property Owner's Signature: _____ Date: _____

Business Owner's Name: _____ Home Phone: _____

Owner's Home Address: _____ City: _____ State: _____ Zip: _____

Owner's Driver License Number: _____ State: _____

Owner's Social Security Number: _____ Date of Birth: _____

Email Address _____

Have you ever been convicted of anything other than a traffic violation? YES _____ NO _____

Federal Tax Number _____ (copy required)

State Sales Tax Number: _____ Projected Opening Date: _____

Type of Organization: Proprietorship _____ Partnership _____ Corporation _____ Other (specify) _____

Describe Nature of Business: _____

Emergency Contact/Manager: _____ Phone: _____

Give a detailed description of all anticipated business operations: _____

Business signage? YES _____ NO _____ If yes, complete sign application.
Title 18 – Land Use and Development – Chapter 18.95 - Signs

Will any of the following be a part of the business?

Beer/Liquor Sales _____ Firework Sales _____ Amusement Devices _____

Door-to-Door Sales _____ Motorized Vehicle _____ Bill Posting/Handbills _____

HOME BUSINESS INFORMATION ONLY

Will customers visit the home? YES _____ NO _____ Will employees be at the home? YES _____ NO _____

Will display or stock of merchandise be at the home? YES_____ NO_____

Will any unusual traffic be created in the neighborhood? YES_____ NO_____

Will parking on roadside be needed? YES_____ NO_____

Will flammable, toxic or poisonous materials be kept at the home? YES_____ NO_____

What portion of the home is to be used for business? (25% total structure area) _____

This form is an application for a business license. The receipt for payment of license fees thereof does not constitute being approved to operate a business. The actual license will be issued only when all inspections are completed and signed off by the various City and County departments gives approval. Helper City shall not be help responsible for delays in processing and incomplete application, or for property improvements and other business expenditures occurring before the license applicant receives final approval. **To open and/or operate a business without final approval is a Class "B" misdemeanor and is subject to a \$1,000 fine and/or six-month sentence.**

I _____ herby agree to conduct said business strictly in accordance with all Helper City Codes governing such business, and swear under penalty of law that the information listed on this application is true and correct to the best of my knowledge. I also agree that the signature on this application constitutes waiver of confidentiality as it pertains to a background investigation, if deemed necessary. **Falsification of any information on this form is cause for revocation or denial of the application.**

Business Owner's Signature: _____ Dated: _____

----- BELOW FOR OFFICE USE ONLY -----

COMMENTS/CONDITIONS ON APPLICATION

Southeast Utah Health Department _____ Date _____

Planning and Zoning Approval _____ Date _____

City Council Approval _____ Date _____

Fee Amount: \$ _____ Date Paid: _____ License #: _____

Denied: _____ Reason Denied: _____