

Commercial Business License Application

Draper City Business Licensing



Overview

A business license is the means whereby Draper City grants a business permission to engage in the activities the license is issued for. If a business is licensed it means that the business is properly zoned for the activity being conducted and meets all state and local code requirements. If you engage in any business – either permanently or temporarily – within Draper City, you are required to maintain a valid, unexpired business license. However, only commercial businesses with a fixed physical presence within Draper are required to obtain a business license. Furthermore, food trucks with a valid business license issued by a government entity do not need to apply for a Draper City business license.

Application Process

1. Register your business with the Division of Corporations and Commercial Code (this is not required for sole proprietorships).
2. Register your business with the Internal Revenue Service and obtain an Employer Identification Number (EIN). EINs are issued for the purpose of tax administration (note that EINs are not required for sole proprietorships).
3. Submit the Commercial Business License Application to the Business License Official. Once processed, the applicant will receive an email requesting missing documentation (if any). When all documents are received, an invoice to pay for the business license is sent to the applicant via email.
4. Your business will be remotely or physically inspected by the Draper Fire, Building, Planning, and GIS divisions to ensure compliance with addressing, zoning, code, and safety regulations. Once approval is granted and the license is paid for it will be issued to the applicant via email.

Required Documents

Various documents are required in order to obtain a Commercial Business License. What documents are needed depends on what kind of services the business renders.

- **Proof of Business Registration:** Must provide proof that the business is registered with the Utah Division of Corporations and Commercial Code. This includes copies of the articles of organization, certificates of registration, or other official paperwork. Sole proprietors may show DBA registration, if available.
- **Utah Sales Tax License:** Required if selling or leasing tangible goods or transferring products electronically. The sales tax license must list Draper as the city in which the business is registered to make taxable sales.
- **Professional License:** Required if the business being conducted is licensed by the Utah Department of Professional Licensing or another state agency.
- **Health and Human Services Permit:** Required if regulated by the Utah Department of Health and Human Services.
- **Health Permit:** Required if regulated by the Salt Lake County Health Department or the Utah Department of Agriculture and Food.
- **Criminal Background Check:** Required for certain business operations identified in Draper City Resolution No. 05-17. Background checks are performed by the Utah Bureau of Criminal Identification or the Draper City Police Department and must be made within the last year of application. A background check from another state or federal agency may also be accepted.

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Section 1: Business Information		
Business Name:		
Doing Business As "DBA" Name:		
Opening Date At New Location:		
Closing Date (Temporary Businesses Only):		
Business Address:		Suite/Unit #:
City:	State:	ZIP:
Mailing Address:		Suite/Unit #:
City:	State:	ZIP:
Type of Organization: <input type="checkbox"/> Cooperative <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Non-Profit Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other: _____		
Detailed business description:		
Section 2: Contact Information		
Business Owner (name will appear on the business license)		
First Name:	Last Name:	
Phone:	Email:	
Point of Contact for Business License		
First Name:	Last Name:	
Company Title:		
Phone:	Email:	

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Section 3: Additional Business Information			
# of Employees (including owners working on site):		NAICS Code:	
Employer Identification Number (EIN):			
Does this business sell or lease tangible goods or transfer products electronically? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Does this business sell cigarettes? <input type="checkbox"/> Yes <input type="checkbox"/> No			
# of Animals (Kennels)		# of Movie Screens (Theatres)	
# of Fuel Pumps (Service Stations)		# of Rental Dwelling Units	
# of Horses (Stables)		# of Storage Units	
# of Lots (Mobile Home Parks)			
Vehicle Quantity (stored at business location)			
21,000-24,000 lbs		27,001-30,000 lbs	
24,001-27,000 lbs		Over 30,001 lbs	
Background Check			
Is the business involved in any of the following activities?			
<input type="checkbox"/> Alarm Systems	<input type="checkbox"/> Elderly Services	<input type="checkbox"/> Pawn Shops	
<input type="checkbox"/> Antique Dealing	<input type="checkbox"/> Ground Transportation	<input type="checkbox"/> Scrap Metal Dealing	
<input type="checkbox"/> Child Services	<input type="checkbox"/> Locksmiths	<input type="checkbox"/> Sexually Oriented Business	
<input type="checkbox"/> Dating Services	<input type="checkbox"/> Massage Therapy	<input type="checkbox"/> Vending Cart/Sidewalk Sales	
Health Permit			
Is the business involved in any of the following activities?			
<input type="checkbox"/> Body Art (Tattoo/Piercing)	<input type="checkbox"/> Meth Decontamination	<input type="checkbox"/> Tire Hauler	
<input type="checkbox"/> Cosmetology	<input type="checkbox"/> Scrap Metal/Auto Recycling	<input type="checkbox"/> Vehicle Emissions Station	
<input type="checkbox"/> Food Service	<input type="checkbox"/> Septic/Onsite Wastewater	<input type="checkbox"/> Waste Hauler	
<input type="checkbox"/> Lodging (Hotel/Motel)	<input type="checkbox"/> Swimming Pool/Spa	<input type="checkbox"/> Waste Processing	
<input type="checkbox"/> Massage	<input type="checkbox"/> Tanning		

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All information must be accurately completed or the issuance of a license will be delayed. It is a Class "B" Misdemeanor to own or operate a business in Draper City without a current Business License. I/we hereby agree to conduct said business strictly in accordance with the laws and ordinances covering such business, and swear under penalty of law that the information contained herein is true. Draper City shall not be responsible for delays in processing an incomplete application. The application you are submitting is subject to the provisions of the Utah Government Records Access and Management Act (GRAMA). If you are an "at-risk government employee" as defined in Utah Code Ann. § 63G-2-303, please inform the city employee accepting this application.

Signature (Applicant)

Date