

Renewal Application

Draper City Business Licensing



Overview

This form is used to renew an existing Draper City Commercial, Home Occupation, or Alcoholic Beverage business license.

Application Process

1. Submit the Renewal Application by mail or email to the Business License Official. Once processed, the applicant will receive an email requesting missing documentation (if any) along with an invoice to pay for the business license (if applicable).
2. If required, your business will be physically inspected by the Draper Fire Department and/or the business owner will be asked to submit a background check application to the Draper City Police Department.
3. Once all documents are received, payment is made, and all inspections completed, your Draper City license will be sent via email.

Required Documents

Various documents may be required to be presented before the renewed license is issued. What documents are needed depends on what types of services the business renders.

- **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 Permit:** Required if regulated by the Salt Lake County Health Department or the Utah Department of Agriculture and Food.
- **Health and Human Services Permit:** Required if regulated by the Utah Department of Health and Human Services.
- **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.

Alcoholic Beverage License only:

- **DABC License:** Must provide the state –issued alcohol license for the upcoming license year.
- **Dram Shop (Liquor Liability) Insurance:** Must provide liability coverage in amount detailed in the Utah Alcoholic Beverage Control Act.

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Section 1: Business Information		
Business License Number:		
Business Name:		
Business Address:		Suite/Unit #:
City:	State:	ZIP:
Mailing Address:		Suite/Unit #:
City:	State:	ZIP:
Please indicate the type of license being renewed:		
<input type="checkbox"/> Commercial <input type="checkbox"/> Home Occupation <input type="checkbox"/> Alcohol		
Please indicate any changes made since last renewal:		
<input type="checkbox"/> Changed business location <input type="checkbox"/> Changed Federal Employer Identification Number (EIN)		
<input type="checkbox"/> Changed business name <input type="checkbox"/> Changed Utah Sales Tax Number		
<input type="checkbox"/> Changed business owner		
Describe any of the above changes:		
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:	
Please complete the appropriate following section based on the type of business license being renewed (alcohol license renewals may skip to end).		

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Commercial Business License: Additional Business Information			
# of Employees (including owners working on site):			
Does this business collect sales taxes? <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		



Home Occupation Business License: Additional Business Information		
<p>Does this business collect sales taxes?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Does this business provide assembly & repair services at the home? (Intended to be small-scale in nature where items are produced one at a time in small quantities or on a made-to-order basis and does not include mass production of goods. Typical uses may include computer assembly or repair, small appliance repair, packaging, or fabrication of items.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Are products created at the home? (E.g. handicraft, art, floral arrangements, jewelry, food production?)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Are customers coming over to the home to pick up products or for a service?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Is there more than one non-resident (i.e. person who does not live at the home) employed at the home?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
Background Check		
<p>Is the business involved in any of the following activities?</p>		
<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		
<p>Is the business involved in any of the following activities?</p>		
<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