



CHECKLIST FOR INDIVIDUALS APPLYING FOR A BEAVER CITY BUSINESS LICENSE

- 1) ESTABLISH THE ADDRESS AND LOCATION of your business within Beaver City.
- 2) CHECK THE BEAVER CITY ZONING MAP to see which type of zoning you proposed business will be located in.
- 3) IF YOUR BUSINESS IS IN A RESIDENTIAL ZONE OR A ZONE WHERE YOUR BUSINESS IS NOT A PERMITTED USE, you must first obtain from the Beaver City office, a copy of Form Z-7 (Application for a Conditional Use Permit), pay a \$25.00 filing fee and apply for a Conditional Use Permit. The \$25.00 filing fee is non-refundable and pays for the cost of publication. Neighbors will be notified within 300 feet of your proposed business, and public notice published in the local newspaper, After review and recommendation by the Planning Commission, the application will be presented to the Beaver City Council for a public hearing and review. At the same time, if you desire, you may apply simultaneously for a Beaver City Business License with the City Council. A Business License Application form can be obtained from the Beaver City Office. A requirement of the City Council is that the business license fee be attached to the Business License Application. Beaver City's Building Inspector will review the Business License Application to ensure compliance with the requirements of your new business at the location.
- 4) IF YOUR BUSINESS IS IN THE PROPER ZONE, the requirement of a Conditional Use Permit may be eliminated.
- 5) **YOU ARE RESPONSIBLE TO CONTACT FOR INSPECTIONS:**
 - Kyle Blackner, Building Inspector - 435-438-6483**
 - George Humphreys, Fire Chief - 435-421-9491**
 - John A, Gallis, Southwest Utah Public Health Dept (for food establishments only) - 435-865-5154**
- 6) APPLICATIONS FOR A CONTRACTOR'S BUSINESS LICENSE may be approved by the Beaver City Office without approval of the Beaver City Council. In order to purchase the Business License, you must have a current copy of your State Contractor's License, the number of which will be affixed to your Beaver City Business License.
- 7) APPLICATIONS FOR BEER LICENSE. An application for a Beer License can be obtained from the Beaver City Office. You shall attach your beer license fee with the application. The application will be reviewed by the Beaver City Council at its regularly scheduled meeting. A Beaver City Business License must have been obtained prior to issuance of a Beer License.
- 8) MINI-BOTTLE LICENSE. You shall first contact the State Liquor Commission as to their requirements. They will send a letter to you requesting permission from the Beaver City Council to establish the liquor outlet. The Beaver City Council will review and approve or reject the application. After review by the Beaver City Council, you will obtain your liquor permit from the State Liquor Agency.
- 9) DOING BUSINESS UNDER AN ASSUMED NAME. Prior to issuance of a Beaver City Business License, you shall register with the Division of Corporations and Commercial Code, Department of Business Regulation, 160 East 300 South, P O Box 45802, Salt Lake City, UT 84145 (801) 530-6024.
- 10) IF YOUR BUSINESS IS SUCH THAT YOU WILL BE COLLECTING SALES TAX, you should register with the Utah State Tax Commission, 210 North 1950 West, Salt Lake City, Ut 84134 1-800-662-4335, and obtain a State Tax Number.
- 11) **A \$60.00 CHECK IS REQUIRED OF ALL FIRST TIME APPLICANTS, CASH OR CHECK ONLY.**



BUSINESS LICENSE APPLICATION / RENEWAL

Dear Business Owner,

It's time to renew your Business License. Beaver City's policy states that Business Licenses shall be due on January 1st of each calendar year, and shall become delinquent on February 1st of that year. After February 28th an additional late fee of \$10.00 per month will be added if not paid. If you are no longer doing Business in Beaver City, please give us a call so that we can update our records.

The Fees are as follows, Business License first time fee \$60.00, \$50.00 annually every year after. Class A Beer Licenses are \$75.00, Class B Beer Licenses are \$75.00, and Class C Beer Licenses are \$125.00. We appreciate your promptness in this matter. If you have questions please call our office at (435) 438-2451. Please return application and payment to Beaver City PO Box 271 Beaver, Utah 84713.

Thank You,
Beaver City

Business Name: _____

Business Address: _____

Mailing Address: _____

Business Phone: _____ Business Fax: _____

Business Email: _____ Federal Tax ID #: _____

Business Nature: _____ Date Business First Established: _____

Business Classification (Circle One):

Corporation Limited Liability Co. Multiple Owner Family Business Sole Proprietor

State License #: _____ State Tax ID: _____

Owner Name: _____ Owner Phone: _____

Owner Address: _____

Driver's License # and State: _____

Manager Name: _____ Manager Phone: _____

Manager Address: _____

Amount Remitted for 2018 License year \$ _____ for _____.

By applying for this Business License, the undersigned certifies that the business identified herein and being licensed by Beaver City is in compliance with all applicable health, building, and fire code regulations and laws, and that all inspections have been completed prior to my completing this application. I further certify that the business identified in this application shall remain in compliance to all regulations and codes required by the State of Utah so long as the business is operating within the Premises identified herein, and that all business operations shall cease upon termination or lapse of the business license. I hereby declare under criminal penalty of the State of Utah that the foregoing is true and correct to the best of my knowledge pursuant to Utah Code Ann. 78B-5-705.

Signature: _____ Date: _____

Signature: _____ Date: _____

CITY APPROVAL