



Clerk / Auditor Office
Business License
120 East Main
Price, UT 84501
435.636.3227

Business License Application Procedure

Complete the Business License Application

Planning Department Approval – Building Dept 65 S 100 E Price, UT 84501 (435)636-3260

All applications must be approved by Planning & Zoning Department at a fee of \$15.00, before returning it to the clerk’s office.

Clerk’s Office Filing – Clerk’s Office 120 E Main Price, UT 84501 (435)636-3227

After application is completed return it to this office and pay your fee. A fee schedule is located in the county ordinance and will be prorated on a four quarter year.

Include a copy of the following with your business license application:

State name registration, or stamped articles of incorporation (only page showing name)

Federal Employer Identification Number

State Sales Tax ID Number or proof of exemption

A business dealing only in service with no product sales is only required to write “no product sales” in the state tax number section

Proof of Professional License, if required.

Proof of Identity or State Issued Drivers License

Commission Meeting Approval – Commission Chambers 120 E Main Price, UT 84501

*****You must appear at a County Commission meeting for final Commission approval.*****

The meetings are the first and third Wednesday of each month at 4:30 pm, held in the Commission Chambers located next to the Clerk’s Office.

The completed application must be filed in the County Clerk’s office by 3 pm that evening in order to attend the meeting.

Business Registration with the State of Utah

Register your business name with the Utah Department of Commerce (801-530-4849).

Obtain a Federal Employer Identification Number, if applicable to your business, from the IRS (801-799-6963).

Obtain a Utah State Sales Tax ID Number, if applicable to your business, from the Utah State Tax Commission (801-297-2200).

*****Use the convenient *OneStop Online Business Registration* at www.business.utah.gov/registration*****

A Business License Certificate will be mailed to you when approvals have been received from the Planning & Zoning Department and the County Commissioners



Carbon County

Utah's Castle Country



BUSINESS LICENSE APPLICATION

OUTSIDE THE LIMITS OF INCORPORATED CITIES AND TOWNS

Return all completed and properly signed forms (including attachments as necessary) along with applicable fees to:
Carbon County Clerk's Office 120 East Main Price, UT 84501. For any questions call (435) 636-3227.

TO THE BOARD OF CARBON COUNTY COMMISSIONERS:

The undersigned hereby requests that a Carbon County Business License be issued in the name of the business shown below. Applicant agrees to comply with those sections of Carbon County Ordinance NO. 281 which apply to the type of business activity indicated.

Name of Business: _____

Business Location: _____ **Suite/Apt #:** _____

City: _____ **State:** _____ **Zip:** _____

Mailing Address (if different): _____

City: _____ **State:** _____ **Zip:** _____

Business Telephone: _____ **Fax:** _____

Business Website: _____ **E-mail:** _____

Name of Owner: _____ **Is this the contact person?** Yes ___ No ___

Contact Person/Manager (if different): _____

Mailing Address (if different): _____

City: _____ **State:** _____ **Zip:** _____

Home Telephone: _____ **Cell:** _____

E-mail: _____ **Other:** _____

Type of Business: Commercial Home Occupation

Nature of Business: Retail/Wholesale Industrial Service Other

Hours of Business: From: _____ To: _____ *Please circle Days Open M T W TH F S SU*

Detailed Description of Business:

To your knowledge, has another business operated at the same location during the previous year? Yes ___ No ___

If so, please name the business: _____

Number of Apartments/Hotel Rms/Motel Rms/Mobile Home/RV Spaces: _____

State Sales Tax I.D. No (Include Copy if applicable): _____ **Federal Tax ID No:** _____

State License No (Include Copy if applicable): _____ **State License Type:** _____

THE FOLLOWING LICENSES ARE SUBJECT TO ADDITIONAL REQUIREMENTS.

Please contact the Clerk's Office for more information at (435) 636-3227 or 120 East Main Price, UT 84501. **Failure to properly identify the correct category may result in the non-issuance or revocation of the license, in addition to other penalties allowed under the law.**

Check ALL that apply:

- Food Related Liquor/Beer Related Animal Related Day Care/Preschool Contractors Recreational Trucking/Transport
- Vehicle Salvage and Storage/Towing Hazardous Waste Mineral or Metal Extraction or Processing

*****NOTICE*****

To engage in the business for which this license is issued, you must comply with all Federal, State, and county laws, statutes, and regulations, including those relating to zoning, building, health, and fire safety. If now, or in the future, you do not comply with these codes, this license does not authorize you to engage in business.

PLANNING DEPT. ONLY

Approved as to proper zoning: _____

Zone: _____ Fee: _____

Special Conditions:

Date: _____

Zoning Administrator or Deputy

CLERK'S OFFICE ONLY

Date Received: _____ Received By: _____

Classification: _____ Part time Full time

Amount of License _____

Payment: _____ Check _____ Cash Check No: _____

Doing Business from _____ To _____

Business Description

ANIMAL CONTROL DEPT. ONLY

Animal Related Business Approval

Regulatory Permit: _____ Expiration: _____ Fee: _____

Special Conditions: _____

Date: _____

Animal Control Officer

HEALTH DEPARTMENT ONLY

Daycare/Preschool/Food Related Business Approval

Type of Business: _____

Special Conditions: _____

Date: _____

SEU Health Department



Carbon County

Utah's Castle Country



Commission Approval Application

I, _____, the undersigned applicant and owner of

Name of Owner/Agent

_____, do swear that I/we agree to conduct said

Name of Business

business strictly in accordance with the laws and ordinances covering such business including all county health and safety codes and the County Ordinance 281, and swear under penalty of law that the information contained in the Business License Application is true.

On this ____ day of _____, 20____.

X _____

Signature of Owner/Agent

We the undersigned, **BOARD OF COUNTY COMMISSIONERS**, Hereby certify that the above named may be issued a Business License.

Commission Chair _____

Commissioner _____

Commissioner _____

Commission Meeting Date: _____