



Carbon County  
UTAH

Johna Marshall  
Deputy Clerk/Auditor  
Business License  
751 East 100 North, STE 1100  
Price, Utah 84501  
435-636-3200  
johna.marshall@carbon.utah.gov

## ***Business License Application Procedure***

- Complete the Business Registration with the State***
- Register your business name with the Utah Dept. of Commerce (801-530-4849)***
- Obtain a Federal ID Number, from the IRS (If applicable) (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)***

***You may use OneStop Online Business Registration at [www.osbr.utah.gov](http://www.osbr.utah.gov)***

- Complete the County Business License Application***
- Return Completed Application to – Clerk’s Office 751 East 100 North, STE 1100, Price, UT.***

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

- Business name registered with the State Department of Commerce or stamped articles of incorporation (only page showing name)
- Federal Employer Identification Number-EIN or/ Social Security #
- State Sales Tax ID Number or proof of exemption
- Proof of Professional License, if required
- Proof of Identity or State Issued Drivers License

The Clerk’s Office will then get approval from the following departments:

- Planning and Zoning Department - A fee of \$15.00 may be applied.***
- County Commission***
- Southeast Utah Health Department***

***Once all approvals have been received and fees are paid a Business License Certificate will be issued from the Clerk/Auditors Office. You will need to have it displayed in your place of business for the public to see.***

***Business License Renewals – Licenses are renewed the beginning of each new year before January 31<sup>st</sup>. See the attached ORDINANCE NO. 509 for the schedule of late fees.***



**Carbon  
County  
Utah**

Seth Marsing, Clerk/Auditor  
751 E. 100 N.  
Price, Utah 84501  
435-636-3200  
seth.marsing@carbon.utah.gov

**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 751 East 100 North, STE 1100 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 751 East 100 North, ste 1100 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

# 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

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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: \_\_\_\_\_

\*\*\*\*\*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

ORDINANCE NO. 509

AN ORDINANCE REVISING THE SCHEDULE OF LATE FEES FOR DELINQUENT BUSINESS LICENSE RENEWALS

WHEREAS, Carbon County desires to amend the time period within which business licenses accrue late fees for delinquent business licenses renewals, for the purpose of allowing delinquent fees to accrue penalties less rapidly and in a manner that is synchronized with the County's accounting software;

NOW THEREFORE, THE CARBON COUNTY BOARD OF COMMISSIONERS DOES HEREBY AMEND SECTION 1-08 OF ORDINANCE 281 TO READ AS FOLLOWS:

Section 1-08. License Fees.

(7) If any person shall neglect, fail or refuse to pay the amount assessed when it becomes due on any license by January 31 of that year, a penalty of 25% shall be added to the original amount. Additional penalties shall be imposed as follows:

Any license fee which is delinquent after February 28 shall be assessed a penalty of 50%.

Any license fees which is delinquent after March 31 shall be assessed a penalty of 100%.


Any license fee which is delinquent after April 30 shall be assessed a penalty of 200%.

B. Effective Date. This ordinance shall become effective immediately, or as soon thereafter as the Carbon County Clerk has met the publication requirements of U.C.A. §17-53-208(3).

All other provisions of Ordinance 281, as amended, shall remain in full force and effect.

ORDAINED, DECREED, AND APPROVED THIS 19th DAY OF December, 2018.

CARBON COUNTY BOARD OF COMMISSIONERS

  
Chairman

Voting:

Commissioner Potter voted \_\_\_ yea \_\_\_ nay

Commissioner Hopes voted ff yea \_\_\_ nay

Commissioner Mellor voted \_\_\_ yea \_\_\_ nay

ATTEST:

*Beth Hays*  
Carbon County Clerk/Auditor

Published in the ETV10 News on the 27<sup>th</sup>  
day of December, 2018.

*J. H. Peutz*  
Deputy County Clerk

ORDINANCE NO. 281

AN ORDINANCE REQUIRING A BUSINESS LICENSE IN CARBON COUNTY, UTAH AND ADOPTING REGULATIONS FOR ADMINISTERING SUCH LICENSES; AND REQUIRING A LICENSE FOR THE DISPENSING OF LIQUOR IN CARBON COUNTY, UTAH AND ADOPTING REGULATIONS FOR ADMINISTERING SUCH LICENSES.

NOW, THEREFORE, the County Legislative Body of Carbon County, Utah ordains as follows:

**Part 1. Ordinance.**

**BUSINESS LICENSE AND REGULATIONS**

**CHAPTER 1        GENERAL AND BUSINESS LICENSES**  
**CHAPTER 2        ALCOHOLIC BEVERAGES**

**CHAPTER 1**

**GENERAL AND BUSINESS LICENSES**

SECTIONS:

- 1-01 Application of Rules
- 1-02 Definitions
- 1-03 Doing Business Without a License - Prohibited
- 1-04 Failure to Obtain a License - Penalties
- 1-05 Procedure to Obtain License
- 1-06 Application for License
- 1-07 Inspections
- 1-08 License Fees
- 1-09 License Categories
- 1-10 Type of Business to be Licensed - Determination for Multiple Licenses
- 1-11 Reciprocal License - No Fee Required
- 1-12 Code Compliance
- 1-13 Exemptions
- 1-14 Qualifying for Exemptions
- 1-15 Suspension or Revocation - Grounds
- 1-16 Suspension or Revocation - Hearing
- 1-17 Appeal Procedures
- 1-18 Displaying License
- 1-19 New License, Six Months Wait

penalties specified herein.

**Section 1-05. Procedure to Obtain License.**

Applicants for a license shall submit a properly completed application form and the appropriate fee to the clerk. Unless otherwise provided, if issuance of the requested license is consistent with applicable and a license shall be issued.

**Section 1-06. Application for License.**

(1) An application for a license shall be in writing on a form approved by the clerk and county Commissioners. The application shall show all of the following:

- (A) name, address, and both home and business telephone numbers,
- (B) a description of the business, trade, profession, occupation, or activity for which a license is requested,
- (C) the address of the property where the business is to be carried on,
- (D) a copy of contractor license, food handler permit, state day care license, medical license, or any other license required by the Clerk or County Commissioners, when applicable.
- (E) the state tax number of the business,
- (F) any other information required by this ordinance, by statute, or as reasonably required by the Clerk and/or County commissioners.

(2) It shall be unlawful to incorrectly or fraudulently state or misrepresent any fact as part of applying for or retaining any license.

**Section 1-07. Inspections.**

As a condition of the issuance, continuation or renewal of a license, the applicant shall, upon demand, permit continuing inspections of the place of business to ensure compliance with all applicable business, zoning, health, or safety regulations. The Clerk and/or County Commissioners may refuse to issue a license or may suspend or revoke a license if the applicant or licensee should, for any reason, fail or refuse to cooperate with such an inspection (ie: food handler, animal shelter, contractor license, etc.).

**Section 1-08. License Fees.**

(1) Every person intending to engage in business shall be required, before commencing business, to obtain a license for each place of business, or if no place of business is established, for each business activity that takes place within the county.

(2) An employee who is not a partner or owner shall not be required to pay for an individual license.

(3) The County Commissioners shall, from time to time, fix the amount of license fees for any business.

(4) License fees shall be paid in advance for the term of the license. All annual licenses shall commence January 1 through December 31 of the current year. License fees will be prorated in a four quarter year when a new application is made during the license term. If the business has been for any reason discontinued the license fees are not refundable.



(H) Medical Clinics

All medical clinics shall be required to pay \$100.00 plus \$20.00 per office suite.

(I) Recreational Businesses

All billiard halls, bowling alleys, dance halls and studios, resorts, skating rinks, swimming pools, theaters, amusement centers, recreational centers, spa's, hunting lodges, fishing camps, motocross tracks and all other recreational businesses not herein stated shall pay \$100.00 per year.

(J) Rental Businesses

Warehouses, storage buildings, and cold storage shall pay \$100.00 per year.

(K) Motel, Hotel, Mobile Home Parks

All motels, hotels, and mobile home parks shall pay \$100.00 per year plus \$5.00 per room per year or \$5.00 a pad in the case of mobile home parks.

(L) Apartment and Boarding Houses

All apartment houses and office buildings which rent or lease space shall pay \$100.00 plus \$5.00 per space in the case of office buildings.

(M) Equipment-Rental

All equipment rental businesses shall pay \$100.00 per year.

(N) Financial Businesses

All banks, savings and loan, credit unions, etc. and all other financial businesses not herein stated shall pay \$100.00 per year.

(O) Service Related Businesses and Trades

All repair and service facilities, dry cleaning, delivery, printing, laundry supply, barbers, beauty parlors, welding, upholstery, vulcanizing, garbage collection, and all other services not herein stated shall pay \$100.00 per year.

(P) Animal Related Businesses

Dog Kennels, breeding ranches, and all other business involving animals of any kind shall pay \$100.00 per year and give a copy of Animal Controls's Regulatory permit and renewal thereof, yearly.

(Q) Taxi Service

All taxi service businesses shall pay \$100.00 per year and give a copy of insurance with yearly updates.

(R) Day Care

All child and adult care businesses shall pay \$100.00 per year and give a copy of all approved state licenses.

(S) Contractors

All general contractors and contractors for plumbing, heating and air conditioning, electrical , carpentry, painting, cement, road surfacing, grading and all other contractors not herein stated shall pay \$100.00 per year. A copy of the current Utah State Contractors license must accompany the application.

(T) Handy Man License

All work consisting of plumbing, heating, air conditioning, electrical, carpentry, painting, cement, road surfacing, grading and all other work not herein stated that is less than \$1,000.00 in cost, is a handy man license. This does not require a state contractor's license and shall pay

regulations.

**Section 1-13. Exemptions.**

This ordinance shall not be deemed or construed to require the payment of a license fee or acquisition of a business license for any person or organization for an activity which is conducted, managed or carried on wholly for charitable or religious purposes from which profit is not derived, directly or indirectly by any individual, firm or profit corporation, neither shall any license be required on any farming or ranching operation, yard sales of less than 7 days in duration, activities of minors in short term entrepreneurial activities such as lemonade stands, or any person engaged in a business specifically exempted from municipal licensing by the laws of the United States of the State of Utah.

**Section 1-14. Qualifying for Exemptions.**

- (1) With respect to exemptions claimed, the person claiming the exemption shall have the burden of establishing such exemption.
- (2) The County may demand any person engaged in business to obtain a license. Such person shall immediately obtain a license or establish entitlement to an exemption.

**Section 1-15. Suspension or Revocation - Grounds.**

The Clerk and/or County Commissioners may suspend or revoke a license for any of the following reasons:

- (1) the license was issued when it should not have been;
- (2) failing or refusing to permit or cooperate with an audit or inspection;
- (3) failing to pay a required fee;
- (4) when continuing operation of the licensed activity would constitute a nuisance or present a danger to health, general welfare or morals of the community; or
- (5) violating this ordinance or any Utah State or County law, including zoning, building or health regulations.

**Section 1-16. Suspension or Revocation - Hearing.**

No license issued under this ordinance shall be suspended or revoked until an informal hearing is held before the Clerk and /or County Commissioners. Written notice of such hearing shall be served at least 10 days prior to the date thereof upon the licensee. Service shall be effective when sent by first class mail to the address indicated in the business license application. Such notice shall state the basis of the complaint and the time and place of the hearing. The decision of the Clerk and/or County Commissioners may be appealed. No part of the license fee shall be refunded in cases of suspension or revocation.

**Section 1-17. Appeal Procedures.**

- (1) If a business is denied by the Clerk and /or County Commissioners or if the Clerk and/or County Commissioners suspend or revoke a license or if a citation of a civil fine is imposed, the applicant or licensee may file an appeal from such action.
- (2) Filing of an appeal must be within 10 days of the date of service of the notice of any denial,