



Highland City Commercial Business License Application

5400 West Civic Center Drive, Suite 1, Highland, Utah 84003
Office Hours: Monday – Thursday, 7:30 a.m. – 6:00 p.m., Closed Friday
Office (801) 772-4523 or Fax (801) 756-6903

OFFICE USE ONLY

Application Date: _____ Application Fee: _____ Receipt #: _____ License #: _____

NOTE: BUSINESS LICENSES ARE VALID JULY 1ST THROUGH JUNE 30TH AND MUST BE RENEWED ANNUALLY. RENEWAL LETTERS ARE MAILED PRIOR TO JUNE 30TH EACH YEAR. PRINT CLEARLY OR TYPE AN ANSWER TO EVERY QUESTION. IF ANY REQUIRED INFORMATION IS NOT PROVIDED AT THE TIME OF APPLICATION, THE APPLICATION WILL BE HELD FOR ONLY A PERIOD OF 90 DAYS, AFTERWHICH TIME A NEW APPLICATION MUST BE SUBMITTED.

Check license type applying for (please see reverse side for additional clarification):

- Class I - General Business
- Class II - Private Club w/Liquor
- Class III - Manufacturing, Milling, Mining, Fabrication, etc.

Registered Business Name: _____

Registered DBA (if applicable): _____

Business Location: _____ **HIGHLAND UT 84003**

Mailing Address (if different from business location): _____

City: _____ State: _____ Zip: _____

Business Telephone: _____ Business Email: _____

Business Website: _____

Business Entity Number: _____ -- _____ *Number provided by Utah Department of Commerce

State Sales Tax Number: _____ *Number provided by Utah Tax Commission

DOPL License (if required): _____ Federal License Number (if required): _____

Business Owner's Name: _____

Owner's Address: _____

City: _____ State: _____ Zip: _____

Owner's Telephone: _____ Owner's Email: _____

Local Manager's Name: _____

Manager's Address: _____

City: _____ State: _____ Zip: _____

Manager's Telephone: _____ Manager's Email: _____

Describe your business in detail:

Please complete the following:

Please Circle

1. Will any materials considered flammable, toxic, poisonous or otherwise hazardous be kept at the business? (Yes) (No)
2. Will there be any outside storage of material, supplies, equipment, etc.? (Yes) (No)
3. Will any excessive noise be created by the business? (Yes) (No)
4. Is your business a food establishment? (Yes) (No)

*Must include a copy of County Health Permit/USDA permit.

FEES

Class I – General Business

Business License Filing Fee (unless specifically noted below)	\$90.00
Auto Repair/Mechanical	\$230.00
Auto Repair/Painting	\$300.00
Mobile Paint Services	\$230.00
Gasoline/Propane Dispensing (Gas Stations)	\$230.00
Dry Cleaners	\$160.00
Large Retail (Grocery Stores).....	\$300.00
Tobacco-Smoke Shop.....	\$275.00
Hotel/Motel/Rooming House.....	\$375.00
Fireworks - Indoor Sales/Outdoor Sales	\$225.00
Hospitals	\$300.00

Class II – Businesses Serving Alcoholic Beverages

Private Clubs w/Liquor License	\$420.00
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Class III – Manufacturing, Milling, Mining, Etc.

Wholesale/Bulk Oil Dispensing.....	\$300.00
Mineral Extraction.....	\$400.00
Hazardous Materials	
Storage Only	\$230.00
Mixing/Dispensing/Use.....	\$300.00
Large	\$375.00

Note: Please phone Lone Peak Fire District to schedule a fire inspection prior to application at (801) 763-5365. If the location is part of new construction, then the fire inspection should occur automatically as part of the building permitting process. The commercial business license will NOT be approved until after record of the passed fire inspection has been attached or forwarded to the City.

By signing this application, I agree to comply with all City ordinances as set forth in the municipal and development codes regulating commercial businesses. I understand all Highland City business license applications may be evaluated by the police, fire, health, and zoning. The privilege to have a business license in Highland is granted only by the City Administrator through authority of the Mayor and City Council. At least 10 working days are required for an investigation period. This period may be extended if necessary to complete the investigation. I further understand that if the license is disapproved for any reason, the entire application fee may not be refunded, as the fee may be used to partially defray investigation and administration costs. A license will only be issued upon completion and satisfaction of all application requirements, investigation process and approval of the City Administrator. Approval of license is based on the applicant’s continual compliance to all Highland City codes governing such businesses and may be revoked if applicant is found in violation.

Applicant’s Signature: _____ Date: ____ / ____ / ____

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Business Licensing Official Approval: _____ Date: ____ / ____ / ____

Comments: _____

Zoning Approval: _____ Date: ____ / ____ / ____

Comments: _____

Building Inspection (if necessary): _____ Date: ____ / ____ / ____

Comments: _____

Fire Inspection: _____ Date: ____ / ____ / ____

Comments: _____

City Administrator Approval: _____ Date: ____ / ____ / ____