



118 Lion Blvd PO Box 187 Springdale UT 84767 435-772-3434 fax 435-772-3952

**APPLICATION FOR BUSINESS LICENSE**

FOR OFFICIAL USE ONLY	File # _____
Brief Description of Business _____	
Application Date: _____ Completed File Date: _____ Review Date: _____	
Notes: _____	
Authorization: _____ Revised 06/06	

**Please keep in mind it takes an average of two weeks for a license to be approved. Please plan accordingly. Thank you for your understanding.**

**APPLICANT FOR:**

Beer License, Off Premise, Class 1 (\$100) <input type="checkbox"/>	Renew License #: _____ <input type="checkbox"/>
Beer License, On Premise, Class 2 (\$300) <input type="checkbox"/>	New License <input type="checkbox"/>
Beer License, On Premise Draft (\$300) <input type="checkbox"/>	Non-Profit (0) <input type="checkbox"/>
Beer License, Off/On Premise, Class 1 & 2 (\$300) <input type="checkbox"/>	Business License, Commercial (\$100) <input type="checkbox"/>
Beer, On Premise, in Conjunction with DABC Restaurant Limited, Wine/Beer License (\$300) <input type="checkbox"/>	Additional Use, Commercial (\$20 ea.) <input type="checkbox"/>
Beer, On Premise, in Conjunction with DABC Restaurant Liquor License (\$300) <input type="checkbox"/>	Additional Use, Tubing (\$50) <input type="checkbox"/>
Beer, On Premise, in Conjunction with DABC Brewery Manufacturing License (\$300) <input type="checkbox"/>	Business License, Home Occupation (Class 1- \$100; Class 2- \$50) <input type="checkbox"/>
Beer, On Premise, in Conjunction with DABC Private Club License (\$300) <input type="checkbox"/>	Additional Use, Home Based (\$10) <input type="checkbox"/>
Beer, On Premise, in Conjunction with DABC Tavern License (\$300) <input type="checkbox"/>	

**APPLICANT INFORMATION:**

**Name:** \_\_\_\_\_

(If business is other than sole proprietorship, attach a list including all owners' and/or partners' names, addresses, phone numbers, dates of birth and drivers license numbers/states)

**Type of**  Sole Proprietorship  Corporation (list officers)  501(c) 3

**Organization:**  LLC (list officers)  Ltd Partnership

**Business/ Organization:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Mailing**

Address: \_\_\_\_\_

**Email**

Address: \_\_\_\_\_

**Phones**

(Business)\_\_\_\_\_ (Cell)\_\_\_\_\_ (Fax)\_\_\_\_\_ (Home)\_\_\_\_\_

Website: \_\_\_\_\_

Federal Tax ID # or SS#: \_\_\_\_\_

*(see other side)*

State Sales Tax #: \_\_\_\_\_

Professional License # & Date of Issuance & Expiration: \_\_\_\_\_

(If applicable, attach copies of same)

Name of Principal Owner: \_\_\_\_\_ Title: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_

Home Address: \_\_\_\_\_  
City State Zip

Applicant (If different): \_\_\_\_\_ Title: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Home Address: \_\_\_\_\_  
City State Zip

Manager (If different): \_\_\_\_\_ Title: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Property Owner (If different): \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

**NATURE/DESCRIPTION OF BUSINESS:** Please check or complete information for all that apply:

**Commercial Business:**

- \_\_\_\_\_ Transient Lodging (motel, bed & breakfast, hotel, campground)
- \_\_\_\_\_ Restaurant (full service, coffee shop, deli, etc.)
- \_\_\_\_\_ Retail Shop (gift shop, gallery, souvenir shop, market, etc.)
- \_\_\_\_\_ Service (gas station, rentals, guiding, touring, tube rental, professional services, etc.)
- \_\_\_\_\_ Other (please specify) \_\_\_\_\_

**Home-Based Business:**

- \_\_\_\_\_ Contractors (builders, draftsman, etc.)
- \_\_\_\_\_ Creative Endeavors (artists, manufacturer, etc.)
- \_\_\_\_\_ Services (mobile response services, professional services, etc.)
- \_\_\_\_\_ Other (please specify) \_\_\_\_\_

Yes/No In your home-based business, do people come to  
If your business or building is leased, please list the name, address and phone number of the  
property owner.

\_\_\_\_\_

\_\_\_\_\_

In what zone is your business located? \_\_\_\_\_

What is the square footage of the building? \_\_\_\_\_

What is the square footage of the "business" space? \_\_\_\_\_

Number of parking spaces required for your business? \_\_\_\_\_

Criminal History: Please attach a copy of your criminal history record (This can be obtained  
from Zion National Park Dispatch for a small fee).

This Form is an application for a Town of Springdale business license. Payment of license  
fees and/or issuance of a receipt thereof does not constitute approval to engage in business.  
The business license will be issued only when all inspections are completed and approved by  
the necessary Town departments and approval is given by the Town Clerk or Deputy Town  
Clerk. The Town of Springdale shall not be held responsible for delays in processing an  
incomplete application or for property improvements and other business expenditures  
occurring before the license applicant receives final approval. *To open and/or operate a business  
without a license is a Class "B" Misdemeanor and is subject to a \$1000.00 and/or a sentence of six months  
in jail. It is the responsibility of the licensee to be familiar with all ordinances  
governing the application and licensing process. It is also a violation for any person  
to knowingly file a business license application or related documents containing false  
information or for any person to knowingly provide any false statement of information  
to any authorized official investigating any matter.* All business licenses expire on June  
30 of the year following the license date; from July 1 of previous year to June 30 the following  
year (fiscal year). Renewals occur annually. It is the responsibility of the licensee to ensure  
that their license is renewed. Failure to receive a renewal notice does not excuse this  
responsibility.

**I/We agree to conduct said business strictly in accordance with the Laws and  
Ordinances governing such businesses and certify that the statements contained  
herein are true and accurate to the best of my/our knowledge.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**FOR OFFICIAL USE ONLY**

Building Inspector: \_\_\_\_\_

Fire Marshal: \_\_\_\_\_

Water/Sewer Inspector: \_\_\_\_\_

Health Department: \_\_\_\_\_

Criminal Background Check (if required): \_\_\_\_\_

Planning and Zoning: \_\_\_\_\_

Other: \_\_\_\_\_

Home Occupation: Y/N      Class: 1 or 2

## HOW TO APPLY FOR A TOWN OF SPRINGDALE BUSINESS LICENSE

Thank you for your interest in operating a business in Springdale. Springdale is a wonderful town and we wish you the best in your endeavors. The Deputy Town Clerk will assist you with your business license application process. This set of guidelines will help you in the application process. The Springdale Town Hall is located at 118 Lion Blvd., in Springdale, Utah. The phone number is (435)772-3434. Business Hours are from 9:00 to 5:00 Monday through Thursday and 9:00 to 3:00 on Fridays. The office is closed on state and federal holidays.

### **Business Information:**

- Determine your business structure, whether it be a sole proprietorship; a corporation; a 501 (c) 3; an LLC (must include a list of officers); or an Ltd partnership.
  
- For assistance in establishing and registering your business structure, contact the Division of Corporations and Commercial Code at (801)530-4849.
  
- Obtain your Federal Employer Identification Number (FEIN). If you have any questions, call 1-800-829-1040.
  
- Obtain your Tax Commission Numbers. If you have any questions, contact the State Tax Commission at 1-800-662-4335.

### **Completing a Town of Springdale Business License Application:**

- You may obtain an application from the Town website; *springdaletown.com*, or pick an application up from the Springdale Town Hall at 118 Lion Blvd, Springdale, Utah.
  
- Per Springdale Town Ordinance 3-1-3, the information required on the application must include: the owner's name(s), date of birth and drivers license number, physical and mailing address and contact information, corporate structure and officers of the ownership entity, including dates of birth and drivers license information for all officers or members, the name by which the business will be known, the business' sales tax identification number and employer ID number, the type of business applied for and the appropriate fee, zoning information and attestation of criminal conviction or non-conviction.
  
- If the business serves food, the following additional information is required:
  - an inspection certificate from the Health Department (with a passing score);
  
  - a grease trap certification from the Public Works Department;
  
  - a Fire Marshal approval of kitchen fire suppression system if required and compliance with fire code;
  
  - a photocopy of a valid SafeServe certificate or other evidence that the person in charge of the kitchen has passed a food safety/manager course;

- photocopies of the individual servers' food handler's permits, including their certification and expiration dates;
- certification of the floor space of the restaurant to verify parking requirements can be met;
- certification that the restaurant or food service business is not a formula restaurant

-If the business intends to sell and/or serve alcoholic beverages, the following additional information is required:

- a local consent from the Town Council is required for any business intending to sell and/or serve alcoholic beverages.
- a DABC state alcohol license is required for all classes of alcohol license, with the exception of an off-premise license.
- For businesses obtaining their DABC state alcohol license, alcohol server certifications are required for each server. Photo copies of their certification, including their certification beginning date and expiration date; their certification number and their badge ID.