



153 North 100 East  
 Lehi, UT 84043  
 (385)201-1030  
 www.lehi-ut.gov

## Lehi City Business License Application

Type of business: <input type="checkbox"/> General <input type="checkbox"/> Home Occupation <input type="checkbox"/> Temporary <input type="checkbox"/> Mobile Food Vend.	
<b>Describe the nature of the business:</b>	
<b>Business name:</b>	
<b>DBA:</b>	
Business address:	Mailing address:
City, State, Zip:	City, State, Zip:
Business phone:	Business email:
Primary Contact:	

A Federal Employee Id # (FEIN) is required for all businesses FEIN # _____ - _____	Assigned by the IRS. Apply at <a href="http://www.IRS.gov">www.IRS.gov</a> . You may also receive an FEIN through the OneStop Online Business Registration site.
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A Utah Sales Tax # is required for all businesses with retail sales Utah Sales Tax # _____ - _____ -STC	Assigned by the Utah State Tax Commission. You may also receive a sales tax # through the OneStop Online Business Registration site.
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- Received Planning and Zoning Approval       Passed fire/safety inspection

**License fees:**

Base fee:	\$ _____
Planning and Zoning approval:	\$ _____
Beer/Liquor license fee:	\$ _____
Total:	\$ _____

*I declare that the information set forth herein is true and correct to the best of my knowledge:*

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

For Office Use Only:		
Date Paid: _____	Receipt #: _____	License #: _____



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## Business Licensing FAQs

A valid Lehi City Business License is required for all business located within the corporate limits of Lehi City. The definition of business includes every craft, trade, occupation, profession, or activity engaged in for the purpose of economic gain or profit. If the business address is located in Lehi, a business license is required. Certain business professions are specifically exempt by the State of Utah from licensing fees; however these businesses are still required to obtain a license.

What is needed to process a business license?

1. Planning and Zoning approval – not all businesses are permitted in all zones. Before signing a lease, contact Planning and Zoning at 385-201-1030 for zoning approval.
2. Fire Safety Inspection –businesses require a fire safety inspection prior to opening. Please contact the Fire Dept at 385-201-1081 to schedule inspection.
3. Business License Application. The following information will assist you in completing the application.
4. License fees:
  - General Business - \$80
  - Home Business - \$40
  - Temporary/Seasonal and Mobile Food Vendor - \$40
  - Beer License - \$150
  - Liquor License - \$300

Business Licenses are valid for one calendar year, from January 1 to December 31. Regardless of when the license was first obtained, all licenses expire on December 31 of each year and must be renewed on an annual basis. A 25% late fee is applied for businesses that are not renewed by February 15.

A helpful checklist to get you started:

1. **BUSINESS NAME** - Decide on a name for your business and register it with the Utah State Department of Commerce. This may be done online at [www.business.utah.gov/registration](http://www.business.utah.gov/registration). This OneStop Online Business Registration site is a secure online service available 7 days a week, 24 hours a day. You may also reach the Department of Commerce by calling (877)526-3994.
2. **FEDERAL TAX ID #** - You will need to get a Federal Tax ID number, also known as an Employer Identification Number (FEIN). If you are a sole proprietor with no employees, your social security number can serve as your Federal Tax ID number. An Employer Identification Number (FEIN), also known as a Federal Tax Identification Number, is used to identify a business entity. This is a free service offered by the Internal Revenue Service. Go to [www.irs.gov](http://www.irs.gov) to apply for this number. You may also receive an FEIN through the OneStop Online Business Registration site.
3. **SALES TAX #** - Contact the Utah State Tax Commission for a Sales Tax Number. They can answer all your questions on whether or not you will need a sales tax number. You can apply online through Utah's OneStop Online Business Registration service or by mail using Form TC-69, Utah State Business and Tax Registration.
4. **UTAH LABOR COMMISSION** – With few exceptions, workers' compensation insurance is required for all businesses operating in Utah, including sole proprietors. Please contact the Labor Commission for more information. [Laborcommission.utah.gov](http://Laborcommission.utah.gov) or (801)530-6801

Please submit your completed application in person at the following address:

Lehi City Hall 153 North 100 East (385)201-1030 Applications are accepted between 7:00 AM – 5:00 PM  
Monday through Thursday



## Utah County Assessor – Personal Property Div.

Kris Poulson  
Assessor  
801.851.8275

Burt Garfield  
Chief Deputy Assessor  
801.851.8285

Peter Jeppsen  
Commercial Manager  
801.851.8299

Dear Business Owner,

Congratulations on the establishment of your new business. As a new business owner, there are some obligations that you need to fulfill as a responsible business owner.

Utah State Legislation requires that each business file an affidavit each year with the Assessor’s Office declaring their taxable property. This affidavit allows you to list the equipment and supplies you use for your business. Affidavits are sent around March of each year. If your business equipment has less than \$10,300 (2016) in market value then you may be exempt from paying any taxes, **this does not exempt you from filing each year.** Any failure to file can result in fines, interest, estimations, and audits.

Our office searches through State and City business registries, information from leasing agencies, field research, and State Audits to locate any business operating within Utah County. Any change in either status of the business or account information must be reported to us immediately. In addition, if you are closing a business, **you must inform us in writing**, as well as inform the City and State agencies. Failure to do so may keep your account active and additional penalties and interest may accrue.

Please fill out and return this form to:  
**Utah County Assessor – Personal Property**  
**100 E Center Street, Rm 1105**  
**Provo, UT 84606 or FAX 801-851-8282**

If you have any questions about this tax, information can be found on our website at [www.utahcounty.gov/ppfile](http://www.utahcounty.gov/ppfile) or you may call us at 801-851-8295 and we will be happy to assist you.

### NEW BUSINESS INFORMATION FORM

Please Print Clearly

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

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

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

**Business Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:#** \_\_\_\_\_

**Nature of Business:** \_\_\_\_\_

**Date Business Started:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_