



Commercial Business License

20 North Main Alpine, UT 84004 • 801-756-6347 ext. 3 • www.alpineut.gov Updated Feb 2025

BEFORE applying with Alpine City, you need to register your business with three offices at the State of Utah:

Utah Division of Corporations and Commercial Code - visit: corporations.utah.gov to register or renew a business or DBA

Utah State Tax Commission – visit: tap.tax.utah.gov/TaxExpress/_/?Link=TapBr to register a taxpayer account through the Taxpayer Access Point business registration portal

Utah Department of Workforce Services – visit: jobs.utah.gov/ui/Employer/EmployerRegistration/Intro.aspx?homepage=1 for employers to register with DWS

Please call 801-530-4849 if you have any questions.

HOW TO APPLY:

- 1) Submit a completed Alpine City Commercial Business License Application including payment of fees and a site plan. All incomplete applications will be returned.**

A fee of \$50.00 per year is charged for all Commercial Businesses with an additional \$25.00 fee for each employee up to \$400.00.

The following items should be included in the site plan:

- Building outline and its dimensions
- Parking plan dimensions
- Lot lines and dimensions
- Street accesses

Note: Planning to have your customers park on city streets is not permitted

- 2) If notified by staff, attend a DRC (Development Review Committee) meeting, Planning Commission meeting or City Council meeting.**

Your Commercial Business License application will be reviewed before a license is issued. If your business is similar to those that have been in the building before, staff can provide approval. If your business is different, you may be invited to a DRC meeting. They are generally held every Monday morning at 9:00 at City Hall. Call the front office to confirm the schedule (801-756-6347).

Any business with new construction will need to be reviewed by both the Planning Commission and the City Council. Once your application is submitted, you will be informed of the date that your application will be on the agenda.

If your business is in the Historic Gateway Zone and you are building or remodeling, you will need to appear before the Planning Commission for an architectural review. You will also need to submit:

- (11) 11x17 copies of the building elevations
- (11) 11x17 copies of the building rendering
- The types of construction materials to be used

Planning Commission meetings are generally held on the first Tuesday of each month. City Council meetings are generally the second and fourth Tuesdays of each month. Complete applications must be submitted two weeks prior to a regularly scheduled meeting to be considered for the agenda.

- 3) Arrange for a fire inspection.**

LICENSE RENEWAL:

Renew your license each year that you are in business and inform the city when you are no longer in business.

Your business license will expire on December 31st of each year. Renewal notices will be sent to you as a reminder, but you are responsible for making sure your payment is made prior to delinquency.

Commercial Businesses may be renewed annually, provided there have been no reported violations/complaints which may require termination of the Commercial Business License.

A business license cannot be transferred from one person to another or from one location to another. It is the business owner's responsibility to let the city know when a change in the business takes place.

GLOSSARY OF TERMS:

Business Registration Number (a.k.a. Business Entity Number): By law, you are required to register your business name with the Department of Commerce. You must provide a copy of your Business Registration number when you submit your business license application to our office. Please call 801-530-4849 if you have any questions.

Sales Tax Number: Generally, only businesses involved with the sale of tangible products must apply for a State Sales Tax number. For questions, you may contact the State Tax Commission at 800-662-4335. If you are required to have a Sales Tax Number, you must provide it when you return your business license application to our office.

Federal Employer Identification Number: (a.k.a. Federal Tax I.D. Number, EIN or FEIN): Most businesses will need to obtain a Federal Employer Identification Number with the Internal Revenue Service if a corporation, limited liability company, limited partnership, limited liability partnership, OR sole proprietor with employees is being created. Please call 1-800-829-4933 or go to www.irs.gov/business/small/index.html for additional information.

Employer Withholding Number: Employers can get a withholding tax account by completing and submitting the form TC-69 Utah State Business and Tax Registration to the Tax Commission. There is no fee for a withholding tax account. However, if you have a history of filing or paying taxes late, you may have to post a surety bond.

State License: It is required of some occupations to have a special license issued by the state. Please go to www.dopl.utah.gov for more information or call the Utah Division of Occupational and Professional licensing at 801-275-3675.

Federal License: You will only need a federal license or permit if your business is involved in activities that are supervised and regulated by a federal agency. The types of business activities licensed by the federal government can be found at www.business.gov/register/licenses-and-permits/federal-licenses.html.

**If you have questions or need assistance in completing this application,
please contact DeAnn at 801-756-6347 ext. 3
or dparry@alpineUT.gov**



Application for Commercial Business License

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Please clearly print or type an answer to every question. Incomplete applications will not be accepted. Your business license approval is required prior to opening your business. All applicable Federal and State numbers must be obtained before the application and fee will be accepted. Business licenses expire on December 31st of each year.

SECTION I: Business Information

Business Name: _____

Business Phone: _____

Business Address: _____

Mailing Address: _____

Include City, State and Zip

Website: _____

Business Email: _____

SECTION II: Owner/Manager Information

Business Owner: _____
Name Home Address

Owner Phone: _____ Email Address: _____

SECTION III: Federal and State Requirements

Ownership Type: S- or C-Corp Partnership Sole Proprietorship LLC

DBA _____

Business Registration Number: _____ State Sales Tax Number: _____

Employer Withholding Number: _____

State License Type (if any): _____ Number: _____ Expires: _____

Federal License Type (if any): _____ Number: _____ Expires: _____

SECTION IV: Business Description

Which best describes the type of business?

- | | | | | |
|-----------------------------------|---|---|---|---|
| <input type="checkbox"/> Retail | <input type="checkbox"/> Medical / Dental | <input type="checkbox"/> Personal Service Shop | <input type="checkbox"/> Legal / Engineering | <input type="checkbox"/> Music |
| <input type="checkbox"/> Food | <input type="checkbox"/> Repair / Install | <input type="checkbox"/> Counseling / Instruction | <input type="checkbox"/> Preschool / Day Care | <input type="checkbox"/> Health / Fitness |
| <input type="checkbox"/> Software | <input type="checkbox"/> Construction | <input type="checkbox"/> Finance / Insurance | <input type="checkbox"/> Accounting / Taxes | <input type="checkbox"/> Dance |

Other _____

Will there be any building or remodeling? Yes No If yes: Alpine City Permit No. _____

How many customers per day will visit the business? _____

How many people will you employ? _____

Do you have adequate off-street parking? Yes No (Please provide a parking diagram.)

What square footage will the business occupy? _____

Description of the business or service that you will provide (be specific) _____

I have answered the above questions honestly and agree to comply with the Commercial Business Regulations.

_____ I give permission for my business listed on the city website.

Owner's signature

Date

License Fee: \$50.00 per year \$25.00 for each additional employee up to \$400.00 per year

Alpine City values your privacy. We collect only the information necessary to provide requested services. Refusal to provide this information may prevent us from fulfilling your request. Your data may be shared with authorized third parties. For more details, including where your data may be stored, visit <https://www.alpineut.gov/170/Recorder>.

FOR CITY USE ONLY

Code Compliance Officer

Date

City Planner

Date

City Recorder

Date

Planning Commission Meeting, if required:

Date

APINE CITY SIGN ORDINANCE (ARTICLE 3.25) - Shown are selected sections from the Alpine City Sign Ordinance concerning Business Signs. For the complete ordinance, contact City Hall or go to www.alpineut.gov.

I. PERMIT APPLICATION

1. All applications for a sign permit shall be submitted to Alpine City and shall include:
 - A. a color drawing, picture, or rendering with dimensions of the proposed sign,
 - B. a site plan of the location showing the placement of the sign in relation to the building and any driveways, including the setback measurements, and,
 - C. all other applicable information requested on the sign permit application.

Alpine City will not consider an application without such rendering, site plan, or other information as requested on the sign permit application.

2. All signs involving footings or foundations and/or electrical wiring or connections, or as required by Alpine City, shall be accompanied by a drawing stamped by an appropriate engineer, licensed by the State of Utah, attesting to the adequacy of the proposed construction of the sign and its supports.
3. Alpine City will review and approve or disapprove or request further information on the application.

II. COMMERCIAL BUILDING SIGNS

1. Signs shall be painted on, attached to, or erected on the building that houses the business, or upon the property occupied by the business which the sign(s) advertise.
2. All signs attached to a building shall meet the approval of Alpine City to assure that the sign meets the applicable building and electrical codes.
3. The total area of all sign(s) on any one building shall not exceed 15% of the area of the side of the building on which a sign is displayed.
4. The area of a sign shall be construed as the area of the overall background. Signs without a background, such as letters or numbers hung together, shall be assumed to be attached to a background which shall be depicted on the application rendering.
5. Permanent outdoor free-standing (monument) signs shall not exceed six (6) feet in height and eight (8) feet in width.
6. Each planned commercial development shall display no more than one (1) permanent freestanding (monument) sign at each entrance.
7. Signs on cloth awnings shall be permitted subject to review by Alpine City and shall comply with the guidelines in Sections 3.25.080.
8. Within any planned commercial development or on any single building housing a number of uses, or in any arrangement of buildings or shops which constitute a visual entity as a whole, if addresses are to be used, all numbers, letters, or other symbols shall be identical in size, design, color and installation.

III. TEMPORARY SIGNS

Banners are permitted to be used as temporary signs and shall follow all applicable regulations. Banners and temporary signs attached to buildings are permitted and shall follow all applicable regulations including Section 3.25.8.3. A-frame signs, or equivalent, are permissible and shall not exceed a height of four (4) feet and a width of three (3) feet and shall comply with all applicable regulations. As indicated in Section 3.25.6, off-site commercial signs are prohibited, except as expressly permitted.

1. Business Signs. The following shall apply:
 - A. A permit shall be required.
 - B. Temporary business signs shall comply with all applicable regulations of the sign ordinance including, but not limited to, Section 3.25.140.
 - C. Grand Opening Period
 1. Temporary signs announcing the initial opening of a business, or the relocation or change of ownership of an existing business, may be allowed within the first year of operations for a period not to exceed 45 calendar days. The signs must be removed at the end of the 45-day period.
 2. No more than two (2) signs shall be allowed per location, including businesses located within a planned commercial development. Signs shall be placed at least twenty (20) feet apart.
 - D. Special Promotion Periods
 1. A business may apply for three (3) special promotion periods during the calendar year. Each period may not exceed fourteen (14) days. These periods may run consecutively.
 2. No more than two (2) signs shall be allowed per location, including businesses located within a planned commercial development. Signs shall be placed at least twenty (20) feet apart.

I have read and will comply with all the requirements in the Alpine City Sign Ordinance.

Signature: _____ **Date:** _____