



Contractor Registration Form

20 North Main Alpine, UT 84004 • 801-756-6347 (Phone) • 801-756-1189 (Fax) • www.alpineut.gov

PURPOSE:

- 1) The primary purpose of this registration is to provide the City of Alpine the necessary contact information we may need in order to reach you in the event a problem arises while you are doing business in Alpine.
- 2). This information is not shared or sold for any purpose other than that which it is obtained.

HOW TO APPLY:

1. **Submit a completed Alpine City Business Registration Application including payment of all fees.**
The Registration Fee is initially \$10 and must be renewed annually each year by January 31st in the amount of \$10.
2. **Have proof of a Business License issued by the municipality in which your primary Business Office is located.**
3. **Have proof of any License required by the State of Utah to perform the work, labor or service that you perform.**
4. **Have proof that your business has a general liability Insurance policy associated with your business.**
5. **Mail or bring your completed Registration form, along with your payment check made out to Alpine City, at:**

**Attention: Code Compliance
20 N Main Street
Alpine City, UT 84004**

RENEWAL:

Renew your Registration must be renewed each year that you are still in business and inform the City when you are no longer in business.

- Your registration 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 payments are received prior to delinquency. If a Registration renewal fee is not paid by March 1st, it will be subject to double the base rate as a late charge.

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

- A Registration cannot be transferred from one person to another. It is the business owner's responsibility to let the City know when a change takes place.

**If you have questions or need assistance in completing this application, please contact
Don Quigley Code Compliance Officer (801)756-6347 x 2
dquigley@alpineut.gov**

Initial _____



CONTRACTOR REGISTRATION FORM

Please clearly print or type an answer to every question. Incomplete applications will not be accepted. Application submittal is required prior to doing any work. All applicable Federal and State numbers must be obtained before application and fee will be accepted. All Registrations expire December 31st of each year.

SECTION I: Business Information

Business Name: _____

Business Phone: _____

After hours Contact: Person _____ Phone: _____

Business Email: _____

Mailing Address: _____
(Include City, State and Zip)

Website: _____

SECTION II: Owner/Manager Information

Business Owner: _____ (Name) _____ (Home Address)

Owner Phone: _____ Email Address: _____

SECTION III: Federal and State Requirements

Ownership Type: Corporation Partnership Proprietorship LLC

DBA _____

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

SECTION IV: Business Description

Which best describes the type of business?

- General Construction Cabinetry and Counter Tops Electrical Fencing Floor Covering HVAC
- Landscaping Lawn Sprinklers Painting Pest Control Pools and Spas Plumbing Roofing
- Trash & Dumpster Weed Abatement Window Installing Window Washing Other _____

Will building permits be required with your work? Yes No Number of employees involved on a jobsite? _____

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

Initial _____

By signing below, I acknowledge that I am aware of and will myself comply with the below and all Alpine City ordinances and ensure that all employees will also be in compliance with them as well.

1. It is illegal to place any materials or temporarily stage them in the public street associated with the work being performed, including but not limited to: dirt, sand, gravel, sod stone or any palleted materials, etc.
2. It is illegal to post any temporary commercial sign advertising my business anywhere within the city of Alpine.
3. It is illegal to leave parked or left standing any vehicle, trailer or equipment for 48 or more consecutive hours.
4. To ensure public safety, when temporarily parking a trailer on a public street, the contractor shall place orange cones at both the rear and front side of the trailer.
5. It is illegal to leave parked on a public street in Alpine City any such vehicle that has more than four wheels, a semi- truck/ trailer, or construction equipment including back hoes, transport trailers, excavation equipment, etc. (Exceptions: Temporary parking of moving vans or delivery trucks for a reasonable time to accommodate loading and unloading of same.)
6. It is illegal to leave any vehicle left parked on a street overnight in Alpine City between the hours of 12:00 AM and 8:00 AM or whenever snow is present, from December 1 to March 31.
7. It is illegal to park any vehicle, trailer or equipment in a manner that obstructs a public sidewalk, trail or driveway.
8. It is illegal to deposit any dirt, debris or junk on a vacant lot, public or private, in Alpine City.
9. Any damage caused by the contractor or its employee to a public street, sidewalk, curbing, utility or sewer, shall be repaired by at sole cost of the contractor, to the full satisfaction of the Alpine City and the City reserves the right to determine who or what company shall make any repairs.
10. My company or proprietorship has obtained and keep current a general liability insurance policy reasonably adequate to cover any potential liabilities, accidentally or otherwise cause acts caused by myself or my employees associated with performing services in Alpine City.

I have answered the above questions honestly and agree to comply with the Business Regulations of Alpine City.

Owner's signature

Date

Registration Fee: \$10.00 per year

Food Truck Business License: \$100 per year

FOR CITY USE ONLY

City Treasure Signature

Date

Code Compliance Officer signature:

Date

City Planner (if applicable)

Date

Building Department (if applicable)

Date

Date Paid: _____

Amount Paid: _____

Receipt #: _____

Payment Method: _____

(Reference #)