

Application Fee: \$150
Per Employee: \$6

AMOUNT: _____
TYPE: _____ DATE: _____



Booth Rental

Millcreek Business License Application

3330 S. 1300 E. Millcreek, UT 84106 Phone: 801-214-2700
For more information please visit www.millcreek.us

BLUE BOXES ARE FOR OFFICE USE ONLY

Date: _____ Business License #: _____
Community Council: _____ Zone: _____

BOOTH/ROOM RENTAL
Business Name You Are Renting From _____
Valid Business License # _____

Business Name: _____ Phone: _____
Business Location: _____ City: Millcreek State: UT Zip: _____
Business Web Address: _____ Business Email: _____

Number of Employees: _____ Type of Business: _____
Briefly Describe Your Business Activities At The Location:

YOU MUST SUBMIT THE FOLLOWING ITEMS WITH YOUR APPLICATION:

You must provide documents for all fields marked "Yes" below.

Yes No

- Verification that your Business Name has been registered with the Utah Department of Commerce
(This document is always required unless the Business Name is your exact legal name.)
- Sales Tax Number (STC) (When the business sells a product)
- Employer Identification Number (EIN)
(When there are employees, not including the owner or for a Corporation, Partnership or Limited Liability)
- Property Owner / Primary Tenant Authorization
(This is the business owners authorization to operate a booth/room under their existing business license.)
- DOPL License or Professional License/Certification

Business Fee Exemption Request

Are you seeking exemption from Business License fees under Utah Code 17-53-216(4)(b) or 10-1-203(7)(b)? Yes No
If yes, please explain how you meet the exemption requirements:

OWNER INFORMATION

OWNERSHIP TYPE:

Sole Proprietorship Corporation Partnership* Limited Liability* (Red requires EIN)

OWNERS NAME:

First: _____ Last: _____ Initial: _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

CORPORATION INFORMATION

Corporate Name: _____

CORPORATION OFFICERS/PARTNERS/MEMBERS:

(1) _____ (2) _____

(3) _____ (4) _____

Corporate Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

LOCAL CONTACT/AGENT INFORMATION

Contact Name: _____ Position: Owner Manager Employee

Contact Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Applicant's Agreement: I the undersigned understand and agree to comply with all applicable codes and regulations of the Millcreek Code of Ordinances. I understand that I shall not begin, nor cause to begin, business at this location without first obtaining a business license, which includes passing zoning, fire, building, and / or wastewater or other inspections / reviews as required.

I would like my Business License Renewal Form sent to:

Owner's Mailing Address Business Address Corporate Address

Please Note: Your business license will expire one year from the date issued, and all licenses must be renewed annually. Any license renewed 30 days after the expiration date will be assessed a penalty fee.

As per Millcreek Code of Ordinance, Section 5.16.090

"... it is the responsibility of the licensee to renew the license and failure to receive a renewal statement does not excuse this responsibility..."

Applicant's Signature: _____

Planning/Zoning Approval & Comments _____

Signature: _____ Date: _____

Sale Tax Number (STC):

Federal Tax ID# (EIN):

Number of Employees:



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Property Primary Tenant Authorization

Date: _____	Business License #: _____
Community Council: _____	APN #: _____
Zone: _____	Application Accepted by: _____

PROPERTY INFORMATION

Property Address: _____

Requested Use: _____

I (we), _____, hereby state and affirm that I am (we are) in a legal and lawful lease of the property described above as the primary tenant and empowered by said lease to authorize other licensed businesses to operate legally on this same property. I (we) will authorize _____ to operate the business described on this form at the property listed above. I also grant permission to said business to utilize the parking stalls of my business as authorized in my license and agreements.

Property Primary Tenant(s) Signature _____

Date _____

Primary Tenant Business Name _____