

Application Fee: \$150

AMOUNT: _____

TYPE: _____ DATE: _____



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: _____

Type of Business: NEW COMMERCIAL BUSINESS ADDRESS CHANGE OWNERSHIP CHANGE

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 | |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Verification that your Business Name has been registered with the Utah Department of Commerce
<i>(This document is always required unless the Business Name is your exact legal name.)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Sales Tax Number (STC) <i>(When the business sells a product)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Employer Identification Number (EIN)
<i>(When there are employees, not including the owner or for a Corporation, Partnership or Limited Liability)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Property Owner / Manager Authorization
<i>(This form must be completed in addition to the business license application for individuals leasing a commercial or residential space. This form MUST be completed by either the owner of the property, a property management group designated by the owner, or the registered agent of the company. This form must be signed in the presence of a notary by the authorized agent, and the date the document is signed must correspond with the date the document is notarized. This form will NOT be accepted if it is signed by an authorized agent prior to the date the document is notarized.)</i> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Site Plan
<i>(This must include a to-scale building footprint, marking where the business will be conducted with dimensions or square footage, travel ways & on-site parking stalls designated for your business marked.)</i> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Rental Affidavit |

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:



For more information please visit www.millcreek.us

Property Owner/Manager 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) the owner(s) of the property described above and pursuant to a concession agreement to be entered into, I (we) will authorize _____ to operate the business described on this form at the property listed above. Pursuant to the concession agreement, I (we) will further allocate this business to use _____ number of the available parking stalls. The total number of parking stalls available on the site is _____.

Dated this _____ day of _____, _____.

Property Owner(s) Signature _____

State of Utah)
 :ss.
 County of Salt Lake)

On the _____ day of _____, _____, personally appeared before me _____ the signer(s) of the above instrument who duly acknowledged to me they executed same.

Notary Public: _____

My Commission Expires: _____ Residing In: _____



One- and Two-Family Rental Affidavit

3330 SOUTH 1300 EAST
Millcreek, Utah 84106
801-214-2700
Millcreek.us

Rental Property Address:

Owner Address:

Property Owner Name:

Owner Phone: _____

Number of Bedrooms: _____

Number of Adult Tenants: _____

Number of On-Site Parking Spaces: _____

All the following are required for each rental unit:

- No more than four unrelated persons will occupy this unit
- Smoke detectors are installed in each sleeping room, in each hallway, and there is at least one on each floor including basement
- Carbon monoxide detectors are installed at each floor (if the unit has gas appliances or an attached garage)
- Handrail is installed for each stairway of 4 steps or more
- Emergency egress window is available in each sleeping room. The bottom of each egress window shall be less than 44 inches above floor with a clear openable area of more than 24 inches high and more than 20 inches wide, **or built to the adopted Building Code of the year the house was originally constructed**
- Functioning bathroom (sink, toilet, bathing facility) and kitchen (sink, stove) is provided
- Functioning furnace that delivers a minimum of 68 degrees Fahrenheit is provided
- Fire extinguisher is provided in each kitchen
- Guardrail at least 36 inches high is installed at each deck, balcony, or porch that is 30 inches or higher above ground
- Safety glass is installed at each shower or bathtub, **or exempt if no glass enclosures exist**
- Ground-Fault Circuit Interrupters (GFCI) protected receptacles (plugs) are installed in each bathroom and at kitchen counter receptacles, **or receptacles installed to the adopted Electrical Code of the year the house was originally constructed**
- This rental unit is safe and sanitary and well maintained and, the plumbing, electrical, and HVAC systems are in working order and safe
- Landscaping will be maintained in good condition
- Public sidewalks (if existing) will be kept clear from overgrowth and snow
- Address is clearly visible from the street

I certify under criminal penalty of perjury under Utah law that all the above stipulations are met respecting this rental unit. I also understand that a Business License inspection may be performed by a Millcreek Inspector and I agree to accommodate such upon reasonable notice as a condition of that license.

Authorized Signature: _____

Name Printed: _____

Date: _____