



## IVINS CITY

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[www.ivins.com](http://www.ivins.com)

### Business Licenses - Frequently Asked Questions

#### Registering a Business

**Who Must Register Their Business?** <http://corporations.utah.gov/whyregs.html>

All businesses in Utah are required by law to register with the Utah Department of Commerce.

Registration of assumed business names, often called "DBA" (Doing Business As) is required of all businesses that are not corporations, limited liability companies or limited partnerships, which register their names within their Articles of Incorporation/Organization or Certificates of Limited Partnership. Generally, businesses must also obtain a business license from the city or county in which they are located.

#### **Why Are Businesses Required by Law to Register?**

Registration allows the business owner to have the name on file so the owner's business name should not be used by another business. This registration provides you with use of your exact business name. The more you use it and become known to the public by name, the more legal protection your name earns against "predatory encroachment" by other businesses.

Registration is required so that a comprehensive state registry of all business and corporate information is available for public reference. This information is vital to an orderly legal system and marketplace. Without it, the public or other businesses have no way of knowing the persons with whom they are doing business.

Registration is required by law to provide notice to the public of who owns or stands behind a business entity. You cannot file a lawsuit in court as a business if your business is not registered. Registration enables careful business people to verify information about companies with whom they do business.

#### Obtaining or Registering a Business Name

##### **Where do I register or obtain a business name?**

Department of Commerce  
160 E. 300 S. 2nd Floor  
Salt Lake City, UT 84111  
Phone: 801-530-4849  
Toll-Free: 1-877-526-3994  
Fax: 801-530-6438

[www.commerce.state.ut.us](http://www.commerce.state.ut.us)

##### **Where do I register or obtain a business name Online?**

Information regarding a DBA can be found at: <http://corporations.utah.gov/business/nameinfo.html>

A simple DBA application form can be printed at: <http://corporations.utah.gov/pdf/dbaform.pdf>

*One Stop Business Registration* provides a step by step process to complete the registration of a new business, including a DBA.

<https://secure.utah.gov/osbr-user/user/welcome.html>

##### **What is a Federal Tax ID# or EIN and/or where do I obtain one?**

Information about an EIN is available @: <http://www.irs.gov/businesses/small/article/0,,id=97860,00.html>

You can apply for an EIN @: <https://sa1.www4.irs.gov/modiein/individual/index.jsp>

##### **Where do I get a Utah Sales Tax number?**

Online at the Utah State Tax Commission website: <http://tax.utah.gov/index.html>

You can download a TC-69 form @ <http://tax.utah.gov/forms/current.html>

Utah State Tax Commission – Monday-Thursday 7:00 AM - 6:00 PM – Closed Fridays, weekends and state holidays

210 N 1950 W  
Salt Lake City, UT 83143  
801-297-2200  
800-662-4335 – toll free

100 South 5300 West  
Hurricane, Utah 84737  
435-251-9520  
435-251-9529 – fax

## **Getting a Business License – Ivins City**

### **Who must license their business?**

Generally, all businesses must obtain a business license from the local municipality in which they are doing business.

### **What is a business license and do I need one?**

A business license grants permission to engage in a business activity at a specific location within the City. A business may be inspected and required to comply with local zoning, building, safety and health requirements before receiving a license.

### **Where do I go to get a business license?**

Application forms can be viewed and downloaded from our website at: [www.ivins.com](http://www.ivins.com)

A copy can also be picked up at City Hall – 55 N Main Street during normal business hours.

### **Once I apply for a business license/permit how long does it take to get one?**

Home Office Business License – 1-2 business days

Residential Solicitation – 1 day for a temporary – 1-3 weeks for an annual.

Handbill Permit – 0-2 days

Home Occupation Business License – varies, depends on the application – 2 days to 6 weeks

Commercial Business License – 6 weeks

Approvals from the following departments are required to obtain a Commercial Business License:

(Depending on the application some Home Occupation business licenses may also require these as well)

Planning & Zoning

Building

Fire Department - \$25.00 per inspection fee

Public Safety

### **How much does a business license/permit cost?**

Home Office - \$50.00 – Annual Renewal - \$25.00

Home Occupation - \$50.00 (+ \$25.00 fire inspection when required) – Annual Renewal - \$25.00

Commercial - \$50.00 + \$25.00 fire inspection = \$75.00

Residential Solicitation License - \$25.00 – valid for 1 year

Handbill Distribution Permit - \$25.00 – Initial permit is valid for 30 days. Subsequent permit is valid for 1 year

### **What types of business licenses require a Background Criminal Identification (BCI) check?**

Background checks are required for the following business activities: beer and liquor, residential solicitation, dancers, sexually oriented businesses & employees, and anything to do with children or adult care.

### **Where can I apply for a Background Criminal Identification (BCI) check?**

Website: <http://www.des.utah.gov/bci/crimrecords.html>

Download an application: [http://www.des.utah.gov/bci/documents/expungement\\_ROA\\_012.pdf](http://www.des.utah.gov/bci/documents/expungement_ROA_012.pdf)

Department of Public Safety - Bureau of Criminal Identification

3888 West 5400 South

Salt Lake City, Utah 84118

Phone: (801) 965-4445

Fax: (801) 965-4749

Office Hours – 7:00 AM to 6:00 PM, Monday through Thursday

BCI is closed Fridays, weekends, and state holidays

### **Can I operate a business from my home?**

Home Office and Home Occupation Business Licenses are specifically designed for those that want to work from their home.

### **If I want to deliver handbills within City limits do I need a business license/permit?**

Yes, you will need a Handbill Distribution Permit. These are valid for 30 days.

### **If I want to go soliciting door to door in residential neighborhood(s) within City limits do I need a business license/permit?**

Yes, you will need a Residential Solicitation License. Once a permanent License has been granted it is valid for one (1) year.

### **If I want to go soliciting door to door in residential neighborhood(s) within City limits and leave a handbill at the residences where no one answers the door do I need something more than my Residential Solicitation License?**

Yes, in addition to a Residential Solicitation License you will also need a Handbill Distribution Permit.

### **If I want to distribute handbills in residential neighborhood(s) within City limits and talk to anyone about my products and/or services while I'm doing so will my Handbill Distribution Permit suffice?**

No, in addition to your Handbill Distribution Permit you will also need a Residential Solicitation License as well.

### **I would like to obtain a Handbill Distribution Permit for a period of time longer than 30 days, how do I get one?**

A 30 Day Handbill Permit must be issued first.

After this trial period of 30 days if there has been no violations of the handbill ordinance you can complete a new Handbill Distribution Application and request a One Year Permit.

**If you have questions:** Contact Kent Cook at 435-628-0606 or by email at: [kcook@ivins.com](mailto:kcook@ivins.com).