

Information on obtaining a Business License from Mapleton City

How to apply: Thank you for your interest in opening your business in Mapleton City. The following information will provide you with the steps needed to apply and operate a business in Mapleton.

- 1. The following State requirements must be met before applying for a Mapleton City Business License. By law you are required to register your business name (DBA "Doing Business As") with the Department of Commerce.**

Partnerships and sole proprietorships using a name other than a sole proprietor's given legal name must register the "DBA" (Doing Business As) name with the State Department of Commerce. This can be done through One Stop Online Business Registration at www.business.utah.gov/registration or, as a courtesy to you; the State Tax Commission will allow you to apply at their office. They are located at 150 East Center Street, Room 1300, Provo, Utah. Phone (801) 374-7070 or 1-800-662-4335.

Corporations, limited liability companies, and partnerships must have a Federal EIN (Employer Identification Number). Sole proprietorships can use a Social Security Number for the Federal Identification Number.

Corporations and limited liability companies must file Articles of Incorporation with the Utah Department of Commerce.

Sales Tax Number - Generally, business involved with the sale of a tangible product must apply for a State Sales Tax Number. You may obtain that number at the State Tax Commission located at 150 East Center Street, Provo, Utah. Phone (801) 374-7070 or 1-800-662-4335. There is no charge.

Documentation certifying the appropriate registration, as per above, must be submitted with the Business License Application.

- 2. Application:** Submit a completed Mapleton City Business License Application.

A schedule of the License Fees are listed on the first page of the Business License Application to assist you in determining the fee; unless, your business is classified under some specific category. License fees are not pro-rated.

A copy of the Municipal code Title 5-Business Licenses and Regulations may be viewed on the Mapleton City Web page at www.mapleton.org. Please make sure you are able to comply with the regulations. If you have any questions regarding any portion of the regulations, you should contact this office at (801) 489-5655 Extension 111, for an interpretation or explanation.

An incomplete application cannot be processed.

- 3. Building and Fire Inspections:** Required of all businesses, with the exception of some Home Occupation Businesses.
- 4. City Planner:** Will review the application for completeness pertaining to the Zone Ordinance and if any site improvements are necessary.
- 5. Signs: All signs must be approved by the City Planner.**
- 6. License Renewals:** License renewals are due by December 31st of each year. Your business license will indicate an expiration date. Renewal notices will be sent to you as a reminder. Failure to receive a renewal notice does not excuse this responsibility. Late fees start accruing after thirty (30) days.

A business license cannot be transferred from one person to another, nor from one location to another. It is the business owner's responsibility to let the City know when a change will be taking place.