



## Business License Application Checklist

Clearfield City Corporation  
55 South State Street  
Clearfield, Utah 84015  
Phone: (801) 525-2701

All business licenses must be reviewed for zoning, building, police and safety code compliance.

If your business is regulated by the State or if it involves food preparation, you must also be in compliance with the appropriate State agency and/or Davis County Health Department.

### Steps to Obtain a Business License:

- Register your business name with the Utah Department of Commerce. (Please submit proof of registration with your business license application.)
  - Utah Department of Commerce  
160 East 300 South,  
Salt Lake City, Utah 84111  
(801) 530-4849  
[www.corporations.utah.gov](http://www.corporations.utah.gov)
  - OneStop  
Online Business Registration
- Obtain a Sales Tax number from the Utah State Tax Commission. Their office is located at 2540 Washington Blvd., 7<sup>th</sup> Floor, Ogden, Utah 84401, (801) 626-3460. (This can also be obtained through the OneStop Business Registration website).
- Apply for an EIN number (also known as the Federal Tax Identification Number) online at [www.irs.gov](http://www.irs.gov) or by calling toll-free (800) 829-4933. To apply by fax or mail please refer to the instructions listed on the IRS website, [www.irs.gov](http://www.irs.gov). (This can also be obtained through the OneStop Business Registration website).
- Complete Clearfield City Business License Application.
- Pay business license fee(s). (See Attached)

Background checks are required for the following licenses:

- Beer Licenses
- Sexually Oriented Businesses
- Sexually Oriented Business Employees
- Solicitors

Background checks must be submitted along with the business license application. The background check can be obtained at Clearfield City Hall/Customer Service Center or you can also visit the following location:

State of Utah  
Bureau of Criminal Identification  
3888 West 5400 South  
Salt Lake City, Utah 84114  
Phone: (801) 965-4445

For more information, please contact:

Business Licenses  
[licensing@clearfieldcity.org](mailto:licensing@clearfieldcity.org)  
Phone: (801) 525-2701  
Fax: (801) 525-2865



# BUSINESS LICENSE APPLICATION

Customer Service Center • 55 South State Street • Clearfield, UT 84015  
Phone: (801) 525-2701 • Fax: (801) 525-2865 • www.clearfieldcity.org

## BUSINESS INFORMATION

**Business Status** (check all that apply):  New Business  Location Change  Name Change  Ownership Change  
**State Registration:**  DBA  Sole-Proprietor  Limited Liability  Corporation  
 Non-Profit  Partnership

**APPLICATION DATE:** \_\_\_\_\_ **TENTATIVE OPENING DATE:** \_\_\_\_\_  
**BUSINESS NAME:** \_\_\_\_\_ **DBA NAME:** \_\_\_\_\_

Has this name been registered with the State of Utah, Commerce Department?  Yes  No **Registration #:** \_\_\_\_\_  
If no, please apply at <https://corporations.utah.gov>

**Sales Tax #:** \_\_\_\_\_ **EIN/Fed Tax #:** \_\_\_\_\_

**If Name and/or Address Change, List Previous Business Name/Address:** \_\_\_\_\_

**BUSINESS LOCATION:** Physical Address: \_\_\_\_\_ Suite #: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Primary Business Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Hours of Operation: \_\_\_\_\_ Days of Week: \_\_\_\_\_

**CONTACT/ MAILING INFO:** Address: \_\_\_\_\_ Suite #: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact Email Address: \_\_\_\_\_

Have you previously operated a business in Clearfield City?  Yes  No If Yes, Business Name: \_\_\_\_\_  
Year(s): \_\_\_\_\_ Address: \_\_\_\_\_  
Please estimate the Personal Property (trade fixtures/equipment) Value:  \$10,000+ or  less than \$10,000

### DETAILS OF BUSINESS LOCATION:

- Number of employees: \_\_\_\_\_
- Gross Floor Area: \_\_\_\_\_ square feet (Please provide a floor plan if space exceeds 1,500 sq. ft.)
- Is this a newly constructed building or individual tenant improvement?  Yes  No
- If No, what was the prior use of the building/space? \_\_\_\_\_
- Are there additional businesses within the same building?  Yes  No
- Will there be any changes/additions to existing signage?  Yes  No
- Will there be any changes/additions to the building or site?  Yes\*  No  
\*If yes, please explain: \_\_\_\_\_

**NOTE 1: All proposed signage (permanent or temporary) shall meet the requirements of Clearfield City Municipal Code and receive Planning Division approval. A building permit may also be required.**

**NOTE 2: All commercial spaces that have a remodel of any type are subject to a pre-occupation inspection by the Building Division.**

**TYPE OF BUSINESS:**  General (Commercial)  Home Based\*  Temporary / Seasonal\*  Beer\*  Public Lodging  
 Sexually Oriented Business\*  Sexually Oriented Business Employee\*  Firework Sales\*  Pawnbroker  Rental Dwelling\*  
 Solicitor's License\*

Describe Your Business In Detail: \_\_\_\_\_

Describe Any Outside Storage: \_\_\_\_\_

\*Attachment will also need to be completed and submitted along with this application

## IF APPLICANT IS A SOLE-PROPRIETOR, PLEASE COMPLETE THIS SECTION

Owner Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Owner Address: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**IF APPLICANT IS A CORPORATION/PARTNERSHIP/LIMITED LIABILITY, PLEASE COMPLETE THIS SECTION:**

Corporate Name: \_\_\_\_\_  
Corporate Officers/Partners/Members: 1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_  
Corporate Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Licensing Officer/Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**PUBLIC SAFETY INFORMATION**

**EMERGENCY INFORMATION**

In the event of a police or fire emergency, the information you provide assists us in contacting you. Ideally, the first contact person should be able to respond to the business in a short amount of time and have the necessary keys or alarm codes to enter the building.

**1<sup>st</sup> CONTACT PERSON:** Name (Last, First, MI): \_\_\_\_\_  
Position:  Owner  Manager  Employee  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Day-Time Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
After Hours Phone: \_\_\_\_\_ After Hours Pager/Cell: \_\_\_\_\_

**2<sup>nd</sup> CONTACT PERSON:** Name (Last, First, MI): \_\_\_\_\_  
Position:  Owner  Manager  Employee  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Day-Time Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
After Hours Phone: \_\_\_\_\_ After Hours Pager/Cell: \_\_\_\_\_

Is there a security alarm system?  Yes  No If yes, please list the alarm company's name and number:  
Name: \_\_\_\_\_ Number: \_\_\_\_\_

Who is the responsible party, if different from contact person #1 or #2 as listed above?  
Name: \_\_\_\_\_ Number: \_\_\_\_\_

Is this building equipped with a Fire Sprinkler System?  Yes  No  
Is this building equipped with a Fire Alarm System?  Yes  No

**APPLICANT'S AGREEMENT**

These forms including any supplemental applications are for a business license. The actual license will be issued only when the business is found to be in compliance with all local, state, and federal building codes and zoning ordinances and all inspections are completed and approved by the necessary City departments. Missing or incomplete information on this application may significantly increase approval time.

It is unlawful for any person to engage in business within the city without first obtaining a license. (Clearfield City Code 4-1-4)

Business licenses shall not be transferred from one person to another. (Clearfield City Code 4-1-12)

I, the undersigned, hereby agree to conduct said business strictly in accordance with all Clearfield City codes governing such business, and swear under penalty of law that the information contained herein is complete, truthful and accurate to the best of my knowledge and current belief. I understand that to falsify any information on this application is grounds for denial and/or revocation of this license and other penalties as provided by law. I also acknowledge the responsibility to renew the Clearfield City business license, which shall be valid for a period of twelve months from the date of issuance, and must be renewed on an annual basis to remain valid. If the renewal fee, plus any disproportionate fee due, is not paid within 45 days after expiration, a penalty fee of 50% of the total amount due shall be imposed and shall become part of the license fee.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Your Name: \_\_\_\_\_

**OFFICE USE ONLY**

Planning Division: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_  
Building Division: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_  
Police Department: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_  
Licensing Officer: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_  
Land Use Zone: \_\_\_\_\_ Conditional Use Permit Required?  Yes  No  
Site Plan Required?  Yes  No  
Health Dept Approval?  Yes  No  N/A  
Reason/Comments: \_\_\_\_\_  
\_\_\_\_\_

Receipt #: \_\_\_\_\_  
Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Type of Payment:  
 Cash  Check # \_\_\_\_\_  Credit Card  
License #: \_\_\_\_\_

<b>General Business License</b>	<b>Fee / Amount</b>
New	\$75
<b>Rental Dwelling License</b>	
New	\$190
New - Good Landlord Participant	\$30
<b>Temporary or Seasonal Merchant or Mobile Food Vendor License</b>	
New - One-Hundred Eighty (180) Days	\$120
Cleaning Deposit	\$100
<b>Solicitor License</b>	
New	\$215
Renewal	\$64
Identification Badge	\$15
<b>Beer License</b>	
New	\$138
<b>Sexually-Oriented Business License / Sexually-Oriented Business Employee License</b>	
New	\$200
<b>Firework Stand License</b>	
New	\$120
Cleaning Deposit	\$100
<b>Pawnbroker License</b>	
New	\$138
<b><i>The following types of licenses also require an <u>additional</u> disproportionate service fee</i></b>	
<b>Disproportionate Service Fee (These fees are in addition to the \$75.00 General Business License Fee)</b>	
Daycare / Preschool, Commercial (new only)	\$10.00
Daycare / Preschool, Home (new only)	\$135.00
Manufacturing Businesses (new and renewal)	\$200.00
Single-Family Rental (new and renewal) w/GLP Disc	\$7.00
Duplex Rental Units (new and renewal) w/GLP Disc	\$3.00
3/4-Plex (new and renewal) w/GLP Disc	\$9.00
Multi-Family Units (new and renewal) w/GLP Disc	\$7.00
Mobile Home Units (new and renewal) w/GLP Disc	\$7.00
Single-Family Rental (new and renewal)	\$66.50
Duplex Rental Units (new and renewal)	\$12.50
3/4-Plex Units (new and renewal)	\$92.00
Multi-Family Units (new and renewal)	\$67.00
Mobile Home Units (new and renewal)	\$49.50
Convenience Stores (new and renewal)	\$500.00
Restaurants (new and renewal)	\$150.00
Tavern (new and renewal)	\$800.00
Automotive (new and renewal)	\$115.00
Financial Services (new and renewal)	\$440.00
Pawn Shops (new and renewal)	\$500.00