

Kane County

76 N. Main - Kanab, UT 84741 (435) 644-2458

BUSINESS LICENSE APPLICATION



Business Name: _____

Business Physical Address: _____

Business Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Phone #: (____) _____ (must have)

Business Website: _____

Email Address: _____

Sales Tax # _____

DBA # _____

Federal Tax ID # _____

Contractors Lic. # _____

Type of Organization:

- Self-owned/Sole Proprietor
- Partnership
- Corporation/LLC
- Limited Partnership
- Home Occupation

Status of Business:

- New
- New Location
- New Owner
- Change of Use

Detail Description of Business (What it involves: Traffic, Parking, etc.) _____

Owner / Applicant Information

Owners Name: _____

D.O.B. _____

Mailing Address: _____

Home Phone # _____

City: _____ State / Zip: _____

Last 4 of SS# _____

Alternate Contact: _____

Phone #: _____

For partnership or corporation, please list same information as above for all partners, principal officers, and directors on the back side.

I (we) hereby agree to conduct business in accordance with the laws and ordinances governing such business and swear under penalty of law, the information contained herein is true.

Date

Position

Please Print Name

Authorized Signature

Owner / Applicant Information

Owners Name: _____ D.O.B. _____
Mailing Address: _____ Home Phone # _____
City: _____ State / Zip: _____ Last 4 of SS# _____
Alternate Contact: _____ Phone #: _____

For partnership or corporation, please list same information as above for all partners, principal officers, and directors on a separate sheet and attach.

Owner / Applicant Information

Owners Name: _____ D.O.B. _____
Mailing Address: _____ Home Phone # _____
City: _____ State / Zip: _____ Last 4 of SS# _____
Alternate Contact: _____ Phone #: _____

For partnership or corporation, please list same information as above for all partners, principal officers, and directors on a separate sheet and attach.

FOR OFFICE USE ONLY

Zoning Administrator Signature Zone

Date: _____ Approved: _____ Not Approved: _____

Comments: _____

Building Inspector Signature: _____ Date: _____

Approved: _____ Not Approved: _____

Comments: _____

Clerk/Auditor Signature: _____ Date: _____

Approved: _____ Not Approved: _____

Comments: _____

License will be valid until December 31st.

| | |
|-------------------------------------------|---------|
| Check Appropriate Box | |
| Business License Fees | |
| <input type="checkbox"/> Business License | \$65.00 |
| <input type="checkbox"/> Late Fee | \$50.00 |

Total Enclosed \$ _____

Receipt # _____

**BUSINESS
LICENSE
GUIDELINES
&
INFORMATION**

Kane County
76 North Main
Kanab, UT 84741
435-644-2458

Do I need a business license through Kane County?

Kane County Ordinance requires anyone conducting business in the unincorporated areas of Kane County to obtain a business license. A separate license is required for each business location within the County and be conspicuously displayed in the place to which it shall refer or for which it shall be issued. If the business is located in a city or town (incorporated) you will need a business license from them.

What do I need to do to apply for a Kane County business license?

The following is a checklist of requirements needed for a business license.

Please keep in mind this list is for your convenience only. There may be additional regulations required depending on the type of business you have.

(Please refer to the Kane County, Utah County Code, Title 3, business and license regulations for additional requirements and information. It can be found at www.sterlingcodifiers.com)

1. Fill out all forms **completely and clearly**. *(depending on the type of business on what forms you will be required to complete)*
2. Make sure you have all appropriate registration numbers from State and Federal agencies on your applications. You can obtain these numbers online at www.utah.gov under the business menu, click on "Select your Business Structure." Under "Corporation" click on "ONLINE application- One Stop Business Registration" *(NOTE: One Stop Business is a secure online service. It guides you through a series of questions designed to comply with federal, state, and local government)* or you may contact the following agencies:
 - a. Utah Department of Commerce to obtain your Business name registration (801) 530-6701 or www.commerce.utah.gov, this number is required for all businesses.
 - b. Utah State Tax Commission to obtain your Sales Tax number at (435) 251-9520 or www.tax.utah.gov. A sales tax number may not be required if your business does not sell products.
 - c. Federal ID number - Employer Identification # (EIN). (800) 829-4933 or www.irs.gov, if you are a sole proprietor you may use your SS #.

- d. Occupational License (866) 275-3675 or www.dopl.utah.gov. This is for occupations regulated by the State of Utah: Contractors, Doctors, Nurses, Food Handling, etc.
- e. Beer and Liquor License go to abc.utah.gov. (Utah Division of Alcoholic Beverage Control (DABC))

Return your **COMPLETED** application with all required documents and licenses to the Kane County Clerk/Auditors Office. *(Failure to fill out all required fields and provide all necessary documents may result in your application being returned to you unprocessed).* All businesses must meet state and local laws.

What happens next?

When you have submitted the business license application, it will be verified for proper zoning requirements. If there is a zoning problem, it will need to be addressed with the Kane County Land Use Administrator.

When do I need to renew my license?

Each Kane County business license is valid from January to January. Renewal notices will be mailed prior to the expiration date. In order to avoid late fees, the license must be renewed within 30 days of its expiration. It is the responsibility of the licensee to renew the business license each year regardless of whether the business receives a renewal notice or not.

What types of business licenses are available?

1. Home based business: If the "Home Base" for your business is your home address and you reside in Kane County, you will need to obtain a Home Business License for Kane County. This includes entities that have no other address (i.e. no commercial site and, by default, use their home address as the mailing address for their business). A Home Business may not have over \$25,000.00 in annual gross sales.
2. Commercial Business License: If the address for your business is not your home, but some other location within unincorporated Kane County or your business will gross over \$25,000.00 in annual gross sales, then you are a commercial business.

- a. Register your business name with the Utah Department of Commerce.
- b. If selling merchandise, obtain Sales Tax ID # from the Utah State Tax Commission.
- c. If you have employees, obtain E.I.N. # from the IRS.

When will I need more than one business license?

1. *One Business License:* A business which conducts an operation that compliments or is in harmony with a distinct type of business, IE a store which sells gas, groceries, and hot sandwiches.
2. *Two Different Businesses:* A business which conducts two or more distinctly different types of businesses, IE a real estate business, dry cleaners, pawn shop. (A person engaged in two or more businesses at the same location shall be required to obtain separate licenses for conducting each of such businesses).

What is the fee for a business license?

| | |
|-----------------------------|---------|
| Commercial Business License | \$65.00 |
| Home Business License | \$65.00 |
| Late Fee for Renewal | \$50.00 |

Is the business license transferable?

No license granted or issued under any of the provisions of any ordinance of the County shall be in any manner assignable or transferable or authorize any person other than the person therein mentioned or named to do business.

Congratulations on your new business. We wish you great success on your adventure. If you have any questions or we can help in any way please call us at (435) 644-2458.