



Checklist for Submitting a Business License Application

A place of business located within the Springdale Town limits that is carried on for the purpose of gain or economic profit must obtain a business license. If using a name other than your own, you are required to register the Business Name (DBA) with the Department of Commerce ie. John Doe-no registration required, JD Mercantile or John Doe Mercantile-must be registered. A business is also required to obtain a Federal Identification, and if selling, a Sales Tax Number.

- Contact the Town for regulations that may apply to your specific type of business and for zoning restrictions.
- Complete the application in its entirety.
- Attach verification that business is registered with the Utah State Department of Commerce, if using a name other than your own for your business.
- Attach verification of current Utah State Sales Tax number.
- Pay the appropriate licensing fee.
- Allow up to 30 days for processing of application.

List of State licensing agencies and phone numbers:

- ✓ Utah State Department of Commerce:
 160 East 300 South www.business.utah.gov
 Salt Lake City, UT 84101 Ph. 801-530-4849 Fax 801-530-6438
- ✓ Utah State Sales Tax:
 210 North 1950 West Ph. 801-297-2200 Fax 801-297-7579
 Salt Lake City, UT 84134 Toll Free 800-662-4335

Utah Alcohol Beverage Control.....	801-977-6800
www.alcbev.state.ut.us	
Federal Bureau of Alcohol, Tobacco, and Firearms	800-366-5423
Utah Department of Agriculture	801-538-7124
Better Business Bureau	801-892-6009
www.bbb.org	
Utah Department of Workforce Services.....	801-526-9675
www.jobs.utah.gov	
Utah State Health Department	801-538-6108
www.health.utah.gov	
Utah Department of Professional Licensing	801-530-6628
www.dopl.utah.gov	Toll Free 866-275-3675
Washington County Health Department.....	435-673-3528
Washington County Assessor	435-634-5703