



HILDALE CITY

P.O. BOX 840490 320 E. NEWEL AVE. HILDALE, UTAH 84784 PHONE: 435-874-2323 FAX: 435-874-2603

COMMERCIAL BUSINESS LICENSE INSTRUCTIONS

The Hildale City Council requires a minimum of two weeks in order to obtain department approvals. Application must be submitted to the Hildale City Office. Staff will review the application to determine if any inspections are required.

Upon completion, the application will be submitted to the Hildale City Council at their next regularly scheduled meeting for review and possible approval. You will be notified when your application is scheduled to be reviewed by the City Council. You are requested to be present at the meeting.

You must apply for a state registration number with the **Department of Commerce**. They can be contacted at 877-526-3994 or www.utah.gov/services/business.html.

If you are a corporation, you must file your Articles of Incorporation with the IRS to receive your **Federal Tax ID #**. If you are a sole proprietor it is recommended that you get a Federal Tax ID Number.

If you need a **Sales Tax ID Number**, this can be applied for with the Utah State Tax Commission. They are located on 100 South 5300 West in Hurricane, Utah 84737. Their Phone number is 435-251-9520, and fax number is 435-251-9529. You may also download a TC-69 form from the Utah State Tax Commission site <http://tax.utah.gov/forms/current/tc-69.pdf>

Submit a floor plan identifying the proposed uses for each area/room. Example: Office, storage, retail sales, etc.

Submit a copy of any proposed signage.

If they apply to your application the following items **must** accompany your application before approval:

1. IRS issued document showing your EIN, if you are Incorporated, LLC, Partnership, and Sole Proprietor.
2. A copy of your DBA Registration Certificate or a computer generated document showing your DBA (Department of Commerce) number.
3. Sales Tax ID Certificate showing your sales tax number if you are selling a product or service.
4. Copy of any State issued license applicable to your business or profession. (For example, Contractor, Real Estate, Insurance, i.e. the state issues a license governing your occupation/business/profession.)
5. State of Utah entity number.

FREQUENTLY ASKED QUESTIONS

Registering a Business

Who must register their business?

All businesses in Utah are required by law to register with the Utah Department of Commerce as a DBA (doing business as), Corporation, Limited Liability Company, Limited Partnership or Sole Proprietor. Businesses are also required to obtain a business license from the city or county in which they are located.

Why are businesses required to register?

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 may have no way of knowing the persons with whom they are doing business.

Obtaining or Registering a Business or Business Name (DBA)

Where do I obtain or register a business name?

Department of Commerce, 160 E. 300 S. 2nd Floor, Box 146701, Salt Lake City, UT 84111
Phone: (801) 530-6955, Toll-Free: (877) 526-3994, Fax: (801) 530-6438
www.commerce.utah.gov

Where do I obtain or register a business name Online?

A simple DBA application can be processed at:
<http://corporations.utah.gov/business/nameinfo.html>

The following link, known as **One Stop Business Registration** provides a step by step process to complete the registration of a new business. osbr.utah.gov

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

Information about an EIN is available @: <http://www.irs.gov>

Where do I get a Utah Sales Tax Number?

Online at the Utah State Tax Commission website: osbr.utah.gov
You can download a TC-69 form @ <http://tax.utah.gov/forms/current/tc-69.pdf>
Utah State Tax Commission - Monday-Friday 8:00 AM - 5:00 PM - Closed weekends and state holidays.

Utah State Tax Commission, 210 North 1950 West, Salt Lake City UT 84134
Phone: (801) 297-2200, Toll Free (800) 662-4335, Fax: (801) 297-7699

Local:

Utah State Tax Commission, Taxpayer Services Division - District III, 100 South 5300 West, Hurricane, Utah 84737
Phone: (435) 251-9520, Fax: (435) 251-9529
Hours: Monday–Friday 8:00 am - 5:00 pm

Getting a Hildale City Business License/Permit

Who must license their business?

By law, all businesses are required to license with the local municipality in which they are doing business. General standards exist for licensure, but each city also has unique requirements and procedures. (Utah Code 10-1-203, Hildale City ordinance adopted 1972-07-17)

What is a Business License, and do I need one?

A business license is where Hildale City grants permission to engage in a business activity at a specific location within the City. The definition of a business includes every trade, occupation, profession or activity engaged in for commerce. **A business may be required to be inspected and required to fulfill local building, land use, zoning, safety, and health requirements before receiving a license.**

Where do I go to get a Business License or Permit?

Business License Application forms can be picked up at Hildale City Hall at 320 East Newel Avenue, during normal business hours. Our business hours are from 9:00am to 5:00pm Monday through Friday. Or you can Email recorder@hildalecity.com . Original signed, completed applications should be returned to the Hildale City Hall for processing. When the application process is completed by Hildale City staff, it will be presented for approval at the next regular Hildale City Council Meeting. Staff will inform you of the time and date of the meeting that your application will be presented and recommend the applicant or a representative of the business be present at the meeting.

Once I apply for a Business License or Permit, how long does it take to get one?

Commercial Business License and Permits take approximately 6 weeks.

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

- Administrative or Business License Department
- Building
- Fire Department
- Police Department
- Planning & Zoning
- Public Works
- Southwest Utah Public Health Department
- Mayor or representative of the Hildale City Council

How much does a Hildale City Business License/Permit cost?

What are the fees?

Business License	\$ 35.00
Fire Inspection	\$ 30.00
Delinquent license	\$ 20.00

When does the license expire?

All Hildale City commercial and home base business licenses expire on December thirty- first (31st) the current year of issuance.

How do I renew my license?

Business license fees for renewal shall be due and payable on or before January 1. Courtesy renewal notices for the following year are mailed by the business license office November 17th or forty five days (45 days) prior to expiration. Renewal payments are due on or before February 14th forty five days (45 days or) after the expiration date.

What are the penalties if the payment is late?

Delinquent licenses are assessed a \$20.00 late penalty after the forty five days (45) past the due date.

What if my business changes locations within the city limits of Hildale?

Business Licenses are issued for a specific business address. Changes in address require a new application for the new location. There is a \$25.00 processing fee which should be submitted with the application.

Are licenses transferable? Or Change of ownership?

A business license cannot be transferred from one person, party or business to another. A new license must be applied for when a change of ownership of the business takes place.

What if my Business Closes or moves out of Hildale City?

If your business status changes, please notify the Business License Department using one of the following methods: Email the business name, license number, address and date of closure to recorder@hildalecity.com . Send a letter which includes the business name, license number, address and date of closure to: Hildale City Attn: Business Licensing PO Box 840490 Hildale, UT, 84784, or drop it off at 320 E. Newel Avenue, Hildale, Utah.

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

Background checks are required for the following business activities: any business dealing with minor children or entry to a private residence and/or residential solicitation, peddlers, canvassers, day care providers, dancers, sexually oriented businesses & employees, massage parlors and reiki, smoke shops, beer and liquor sales, spas, beauty parlors, tanning salons, or is firearm or explosive related.

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

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

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.

HELPFUL CONTACT INFORMATION

Administrative

Recorder's Office
Phone: (435) 874-2323
Fax (435) 874-2603
Email recorder@hildalecity.com
PO Box 840490
320 E. Newel Avenue
Hildale, Utah, 84784

Building Official's Offices

Hildale City Phone: (435) 874-2323
Town of Colorado City Phone: (928) 875-2646
Hildale City Fax (435) 874-2603
Town of Colorado City Fax (928) 875-2778
Email building@tocc.us
PO Box 840490
320 E. Newel Avenue
Hildale, Utah, 84784

Fire Department

Phone: (435) 874-2400
Fax (928) 875-2056
Email kevinb@hccfd.org
PO Box 840248
350 E. Newel Avenue
Hildale, Utah, 84784-0248

Police Department

Hildale City Police Department Address:
Phone: (435) 874-2240
Fax (928) 875-2778
Email policechief@hildalecity.com
PO Box 840490
320 E. Newel Avenue
Hildale, Utah, 84784

Town of Colorado City
Police Department Address:
Phone: (928) 875-2400
25 South Central Street
Colorado City, Arizona 86021

Planning & Zoning

Phone: (435) 874-2323
Fax (435) 874-2603
Email:
planningandzoning@hildalecity.com
PO Box 840490
320 E. Newel Avenue
Hildale, Utah, 84784

Public Works

Phone: (928) 875-8015
Email publicworks@tocc.us
PO Box 840490
320 E. Newel Avenue
Hildale, Utah, 84784

Southwest Utah Public Health Department

620 South 400 East - Suite 400
St. George, Utah 84770
Phone: [435-986-2584](tel:435-986-2584)
Fax: [435-986-2595](tel:435-986-2595)
Web: www.swuhealth.org