



Park City Municipal Corporation
445 Marsac Avenue, PO Box 1480
Park City, UT 84060
(435) 615-5221
(435) 615-4917 Fax
www.parkcity.org

INFORMATION FOR COMPLETING BUSINESS LICENSE APPLICATION FORM

Business licenses are required for anyone engaging in business within the Park City limits, including the sale or offering of any goods merchandise, or performing any service for monetary exchange or valuable consideration. All licenses are required to be renewed each year by January 1, even if you are exempt from paying a business license fee.

If you represent a government, non-profit organization, or an entity which is exempt from paying a business license fee, **a business license application must be filled out with a 501c form (if applicable) and returned.**

The following instructions are included to assist in filling out the application. If you have further questions please call (435) 615-5225.

1. Enter the business sales tax number here (if applicable).
2. If the applicant has been issued a State License (ex: for Contractors, Realtors, Massage Therapists, etc) enter that number here.
3. When the business' name was registered with the State Of Utah (www.commerce.utah.gov), a DBA number was assigned.
4. When registering the business a Federal ID Number (FIN or EIN) was assigned.
5. If your business is registered using a SSN instead of a Federal ID number enter the SSN here.
6. Enter the name of the business as well as any d.b.a. name along with the physical address of the business office.
7. Enter the mailing address, even if it is the same as the business' physical address. Enter the business telephone number, fax number and a website and/or email address if there is one.
8. Enter the NAICS Code that matches the type of business applying for and enter the general description of the business activity.
9. Select if the business is a Home Occupation or not.
10. Enter the name, address, phone number, birth date & drivers license # of the Local Responsible Party.

11. Enter the name, address, phone number & birth date of the Owner.

12. Read and understand this paragraph before it is signed. Enter the signer's position, their signature and the date of signature.

FEE RATE – please refer to the fee schedule

OF UNITS – the square feet of the business

AMOUNT DUE = FEE RATE x # OF UNITS

TOTAL BUSINESS LICENSE FEE: Add the Fees & Administration Fee here. Make your check payable to PCMC.

Please make sure that the application has been signed, dated, has your company Federal ID number and a phone number for a Local Responsible Party who can answer questions that may come up.

If you need further assistance or information regarding your business license please call Shelley at (435) 615-5225 or email shatch@parkcity.org.



Under Title 4-2-8 of the Park City Municipal Corporation Municipal Code / Land Management Code it states that prior to the issuance of a license to engage in a new business not previously licensed at that location, or an existing business with a change of location, the applicant shall be required to permit inspections to be made of the prospective place of business of the applicant by the Building Department.

Please call **435-615-5100** when you are ready for inspection (do not leave a message, as business license inspections are handled differently). You will initially be contacted within five (5) business days by the Building Department; however, it is the applicants/local contacts responsibility to ensure there is an inspection within sixty (60) days of application.

COMMERCIAL BUSINESSES

Below is a list of the most common life safety concerns that are found during Commercial Business License inspections within Park City. This list is not inclusive of the Building or Fire Code but only addresses the most common concerns. Commercial businesses are also required to comply with all applicable codes. Please contact Park City Building Department with any questions.

1. Missing street address or unit numbers.
2. Exit illumination and emergency lighting not working or missing.
3. GFCI breakers are not working
4. Missing handrails
 - a. Required on all stairs
5. Outdated fire extinguisher
 - a. Fire extinguisher must also be mounted 60" from the floor and visible
 - b. Needs to be 10 lb. ABC
6. Outdated fire riser or class one hood
7. Panic hardware must be installed
 - a. Thumb bolts are not allowed
8. Electrical panel must have working clearances
 - a. Must be a minimum of 30" in width 3' in front and to the ceiling (known as dedicated space)
9. Obstruction to fire sprinkler heads
 - a. No storage 2' from ceiling
 - b. No storage 18" below the head
10. Obstruction to exits, halls and/or corridors
11. Hazardous storage of material
 - a. Material is over quantity
 - b. Location of material
12. Trip hazards
 - a. Anything in the walkway that would cause an obstruction (i.e. electrical cords)
13. Proper mechanical installation.

Please do a walk-thru of your property before calling for an inspection.

Even if it has been used before as a commercial business, it may not have all the updates required to pass inspection.



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HOME OCCUPATIONS

Most common reasons why you may fail inspection:

Below is a list of the conditions of a Home Occupation. Home Occupations are also required to comply with all applicable codes. Please contact Park City Building Department with any questions.

1. Missing street address or unit numbers.
2. Only persons making the home their primary residence may be employed in the business that operates from the home.
 - a. A nightly rental cannot be located at the same location.
3. The sale of on-site goods or merchandise is prohibited.
 - a. EXCEPT: goods or merchandise that are produced on the premises or are Incidental Retail Sales
4. Outdoor yard space cannot be used to conduct business.
5. Mechanical equipment shall be limited to small tools
 - a. Such tools cannot generate noise, vibration, smoke, dust, heat, glare or odors that can be detected beyond the premise of the building.
6. Total area used for the home occupation shall be limited to no more than one-half (1/2) of the floor area of the first floor.
 - a. This does not require the home occupation to occupy only the first floor.
7. Home occupation will not change the residential character of the building.
8. Outdoor storage of equipment, materials and supplies is prohibited.
 - a. If a garage is used for storage it shall not displace required off-street parking.
9. No exterior advertising can be used by window displays or signs.
10. No traffic may be generated that creates greater parking needs.

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