



Commercial Business Inspection Request

Instructions & Contact Information for some of the required fields are listed on the back of this form.

*Today's Date:	1. *Legal Address, Street Name & Unit Number:
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Business Information:

2. *Business Name:	3. *Doing Business Name:
4. *Nature of Business: (i.e. retail, office, service, restaurant bar, etc.) If you are serving food, coffee/tea, or mixed drinks, you will need to contact the Summit County Health Department. Details on the back of this page.	
5. In what Zone is this business located?	6. *On what floor is the business located?
7. What is the approximate square footage or # of bedrooms in the location?	8. *Will you be selling tobacco products? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, you will need to contact the Summit County Health Dept. Details on the back of this page.

9. Inspection Information:

*Name of the person meeting the inspector:	*Cell phone number:
*Email address:	
Desired date(s) of inspection:	AM <input type="checkbox"/> or PM <input type="checkbox"/> Preferred?

Notes:

*Denotes a required field

Print Name _____ Signature _____ Date _____



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1. Here is how you can look up a ***legal address** and ownership with [Summit County](#)

4. *Serving food, coffee/tea or mixed drinks - Prior approval of plans from the Health Department is required. Additionally, proof of an on-site Health Department inspection must be provided to the Business License Inspector in order to pass the Business License Inspection. For more information, please contact:

Amy Jones
Summit County Health Dept.
(435) 333-1502
ajones@summitcounty.org

5. Zone – If you would like help determining the Zone in which your new business will be located and any restrictions that may apply, Please contact the Planning Department at (435) 615-5060 or planning@parkcity.org for more information.

6. *Floor location - There are restrictions on the types of businesses allowed on the first floor on Main Street per [LMC 15-2.6-3 Lot And Site Requirements G. & H.](#)

Please contact the Planning Department at (435) 615-5060 or planning@parkcity.org for more information.

8. *Tobacco Sales – prior approval from the Health Department must be provided to the Business License Inspector in order to pass the Business License Inspection. For more information, please contact:

Alyssa Mitchell MPA CHES
Summit County Health Dept.
(435) 333-1508
a.mitchell@summitcounty.org

Click here for a copy of the **Commercial Business Inspection Checklist** to help you prepare for the inspection.

Inspection Policies:

- An Administrative Fee of \$149 must be paid to the Finance Department prior to scheduling the inspection.
- Someone must be present to meet the inspector and stay throughout the inspection.
- Cancellations: Please call or email as soon as possible to cancel your inspection. Anything cancelled after 9 am the same day of the inspection will be considered a “No Call, No Show” and will count as a failed inspection.
- Re-inspection Fees: A third inspection may incur additional re-inspection fees.
- You may request a Pre-inspection for \$150 if you would like to determine what corrections could be necessary prior to requesting a commercial business license inspection. Please include “Pre-inspection” in the Notes section of the Inspection Request.

Business License Inspections & Scheduling Contact Information:

Phone: (435) 615-5105 Email: blinspections@parkcity.org

Finance Department Payment & Business Licensing Contact Information:

Phone (435) 615-5221 Email: business@parkcity.org