

New Commercial Businesses

1. Check with planning & zoning to ensure that your business type is allowed in the zone within which your site is located.
2. Check with the building department to ensure that your building is classified for the type of business you will be conducting.
3. Register your business name with the State of Utah using their one-stop registration website: www.corporations.utah.gov.
4. If you are a corporation, you will need to have the Articles of Incorporation stamped by the State of Utah, Department of Commerce at their offices -160 East 300 South, Salt Lake City, UT.
5. Obtain a Sales Tax Number (Retail Sales). Submit copy of Tax License.
6. Complete a Draper City Business License Application, listing all requested information.
7. Provide a copy of your Occupational License (if applicable, see attached list).
8. Make application, pay fees and receive inspection for a Health Permit with respective county (Utah or SLC, see attached list).
9. Obtain a background check (if applicable, see attached list). If a corporation, the background check should be completed on the local manager of the company.
10. Bring the completed Business License Application, copy of the Name Registration with the state (or copy of stamped Articles of Incorporation), a copy of your Tax License, and Occupational License (if applicable), the completed Background Check and a check for your fees to the Draper City Offices, Community Development Department.
- 10. If your business space is in a new development and a tenant finish is being completed, there will be other requirements from the Department of Building & Safety that will need to be met prior to obtaining your business license.**

Off AND On Premise Consumption Alcoholic Beverage Licenses

If either type of alcohol license is being applied for in connection with your commercial business license, please contact the Business License Official at (801) 576-6530 for information. An approval or denial for these licenses must be decided by the City Council during a public meeting.

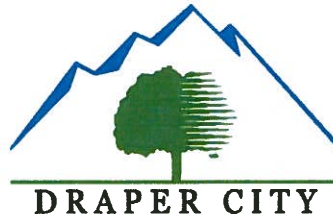
Please Print or Type Application



BUSINESS LICENSE APPLICATION

Send all completed and properly signed forms (including attachments as necessary) along with applicable licensing fees to: Draper City Business Licensing, 1020 East Pioneer Road, Draper, UT 84020. Questions call (801) 576-6530.

Section 1: Business Information											
Name of Business: _____											
Location of Business: _____		Suite or Apt. #: _____									
City: _____	State: _____	Zip Code: _____									
Business Phone: _____		Contact E-Mail: _____									
Section 2: Business Owner Information											
Business Owner: _____											
Section 3: Business Mailing Address <i>(This is the address where all license renewal forms will be sent)</i>											
<input type="checkbox"/> Same as Section 1		<input type="checkbox"/> Send all correspondence to:									
Name & Address: _____		City: _____	State: _____ Zip: _____								
Type of Organization: (Include copy of Articles of Incorporation and a copy of name registration with State of Utah)											
<input type="checkbox"/> Corporation		<input type="checkbox"/> LLC	<input type="checkbox"/> LP								
<input type="checkbox"/> Partnership		<input type="checkbox"/> Sole Proprietor									
<input type="checkbox"/> Other: _____											
This business is an:											
<input type="checkbox"/> Home Occupation/Office Only		<input type="checkbox"/> New Business (Commercial Only)									
<input type="checkbox"/> Other: _____											
Sales Tax #: (If applicable) _____		Federal Tax I.D. #: _____									
Projected Opening Date for Business: _____											
Detailed Description of Business: 											
<p>This form is an application for a business license. The actual license will be issued only when all inspections have been approved. All information must be accurately completed or the issuance of a license will be delayed. It is a Class "B" Misdemeanor to own or operate a business in Draper City without a current Business License. I/we hereby agree to conduct said business strictly in accordance with the laws and ordinances covering such business, and swear under penalty of law that the information contained herein is true.</p>											
Owner/Agent: _____											
Date: _____		Title: _____									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Base Fee: _____</td> <td style="width: 50%;">_____</td> </tr> <tr> <td>Owner/# of Employees: _____</td> <td>_____</td> </tr> <tr> <td>Other Fees (if applicable): _____</td> <td>_____</td> </tr> <tr> <td>Total: _____</td> <td>_____</td> </tr> </table>		Base Fee: _____	_____	Owner/# of Employees: _____	_____	Other Fees (if applicable): _____	_____	Total: _____	_____	Office Use Only Approvals: Fire: _____ Bldg. Inspection: _____ Police: _____ P & Z: _____ SV Water: _____ SL Co. Health: _____ Animal Control: _____ Other: _____ <input type="checkbox"/> Approved by Business License Official. Fees may be accepted and deposited at this time.	
Base Fee: _____	_____										
Owner/# of Employees: _____	_____										
Other Fees (if applicable): _____	_____										
Total: _____	_____										
All information requested in the application must be completed. Draper City shall not be responsible for delays in processing an incomplete application. The application you are submitting is subject to the provisions of the Utah Government Records Access and Management Act (GRAMA). If you are an "at-risk government employee" as defined in Utah Code Ann. § 63G-2-303, please inform the city employee accepting this application.											



Fire Department Business License Pre-Inspection Form

If you are a “NEW/SEASONAL” business in Draper City this form is intended to help you conduct a Fire and Life Safety Evaluation of your business, prior to the Fire Department Business License Inspection. In order for this inspection to take place, the Fire Department requires that your business be **OPEN and OPERATIONAL**. If you have not received a fire Department Business License Inspection within **14 days** of you being open for business you are required to contact the **Draper City Business License Office at (801) 576-6530**.

Area of Inspection

EXITS

YES NO
YES NO
YES NO

- No obstructions, including storage, allowed in exit ways.
- Exit doors shall be unlocked during business hours.
- Exit pathways shall be clear of obstructions and combustible storage.

Fire Extinguishers

YES NO
YES NO
YES NO
YES NO

- Minimum Rating 2A: 10BC-1500 Square Feet, Shall be Serviced annually.
- Mounted not more than 5’ above floor and no closer than 4”.
- Extinguishers shall be accessible.
- Extinguishers shall be tagged with current inspection certificate.

Fire Protection Systems

YES NO N/A
YES NO N/A
YES NO N/A
YES NO N/A
YES NO N/A

- All sprinkler systems, fire hydrant systems, standpipe systems, fire alarms systems, portable fire extinguishment systems or appliance shall be maintained in an operative condition at all times and shall be replaced or repaired when defective.
- Sprinkler systems (if installed or required) shall be installed throughout the premises, including under stairs and larger closets.
- All system valves shall be locked in the open position and electrically monitored, valves shall be accessible and unobstructed.
- Fire Department Connection (FDC) caps in place and swivels work freely.
- Storage shall be maintained 18” below sprinkler heads, or 21” below the ceiling in non-sprinkled buildings.

Fire Alarm Systems

YES NO N/A
YES NO N/A
YES NO N/A

- All fire alarm systems shall be installed, inspected, tagged, repaired and serviced according to the requirements of NFPA 72 Fire Alarm Code.
- Visible alarm notification appliances shall be provided in public areas/common areas.
- Audible fire alarm notification devices shall have a distinctive sound and for no other purpose other than that of the fire alarm. The sounds shall have a decibel level at 15dbs over the average ambient sound of an area.

YES NO N/A

- The building owner shall be responsible for ensuring that the fire and life safety systems are maintained in an operable condition at all times. Repairs shall be made by a certified fire alarm system technician.

Mechanical

YES NO

- No storage of combustibles adjacent to water heaters, boiler equip, heaters, etc.
- Gas meter shall be protected and accessible.

YES NO

Electrical

YES NO

- Cover plates are required on outlets, switches, and junction boxes.
- Extension cords may not be used as a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extend through walls, ceilings, floors, under doors or floor coverings. Main electrical panels require a minimum clearance of 36".

YES NO

Housekeeping

YES NO N/A

- All compressed gas cylinders in service or storage shall be secured.
- Dumpsters shall not be within 10' of combustible walls, opening or combustible roof eave lines (25' for schools).
- Boiler rooms, mechanical rooms, and electrical panel rooms shall not be used for storage of combustibles.
- No storage under stairs unless protected by 1-hour fire resistive construction, or fire sprinkled.

YES NO N/A

YES NO

YES NO N/A

Please contact Draper City Fire Marshal Bryan Thatcher for any questions, concerns, or request for clarification, thank you.

Bryan Thatcher *IAAI-CFI*
 Fire Marshal
 Draper City Fire Department
 14324 Fire House Rd.
 Draper, UT 84020
Bryan.thatcher@draper.ut.us
 Office: (385)-557-2806
 Cell: (385)-253-0592

BACKGROUND CHECKS

DRAPER CITY MUNICIPAL CODE SECTION 6-1-040 LICENSE – APPLICATION REQUIREMENTS

(b) The city may, by resolution, establish a requirement for certain categories of business licenses to provide a background security check with an application. Such a requirement shall only be imposed where the nature of the business justifies the background security check.

RESOLUTION NO. 05-17

A RESOLUTION OF THE DRAPER CITY COUNCIL AUTHORIZING CRIMINAL BACKGROUND CHECKS FOR CERTAIN CLASSES AND CATEGORIES OF BUSINESS LICENSE APPLICATIONS

WHEREAS, the Draper City Council has recently amended provisions of the Draper City Business License Ordinance, requiring that applicants furnish criminal background checks for certain classes and categories of business license applications; and

WHEREAS, the Draper City Council, after consulting with the City Business License official and the City Chief of Police, has determined that *businesses which function in fiduciary capacities, businesses providing services to or for children and/or the elderly and businesses which, in other communities and under certain circumstances, have served as fronts for criminal activity*, warrant a requirement of a criminal background check prior to the issuance of a business license for the protection of the public health, safety and welfare;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. Criminal Background Checks Required. Pursuant to Section 6-1-040(b) of the Draper City Municipal Code, the Draper City Council hereby finds and orders that the following classes or categories of business licenses shall be required to submit criminal background checks prior to the issuance of a business license:

- Any listed in red above
- Burglary and Robbery Alarm Systems
- Dancers and Agents, Entertainment – Professional or Amateur
- Dating Services
- Ground Transportation
- Liquor Licenses (Class A & B Beer)
- Locksmith's
- Massage Parlors
- Pawn Shops, Antique, Secondhand or Scrap metal Dealers
- Private Clubs

- Sexually-Oriented Business, i.e. Escort Service, Adult Video or Book Stores, and Nude Entertainment
- Solicitors
- Taxi Drivers
- Vending Carts/Sidewalk

Section 2. Severability. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

OBTAINING A CRIMINAL BACKGROUND CHECK

State of Utah Department of Public Safety
Bureau of Criminal Identification (BCI)
3888 West 5400 South
Salt Lake City, UT 84114
Phone: (801) 965-4445

Hours: 8:00 am - 5:00 pm, Monday through Friday (closed on state holidays)

Fee: \$10.00

Directions: BCI is in a one-story brick building located about one block west of Bangerter Highway on the north side of 5400 South. The driveway to the BCI building is in-between McDonalds and Jiffy Lube.

BCI will provide you with the results of the background check. You are required to include the original results with your business licenses submission documents.

BUSINESS LICENSES

In accordance with the provision of Section 6-2-030 of the Ordinance of the City of Draper, each business, vocation, trade, calling or profession shall pay an annual license fee as follows:

Business license fees for renewal businesses shall be due and payable on or before the anniversary date of the business license each year. If the license fee is not paid by the anniversary date, a twenty-five percent (25%) penalty of the amount of the fee shall be added to the original amount due. If the license is not paid within 30 days of the anniversary date, a fifty percent (50%) penalty of the amount of the fee shall be added to the original amount due. If the fee is still not paid within 60 days, a seventy-five percent (75%) penalty of the amount of the fee shall be added to the original amount due. If the fee is still not paid within 90 days, a one hundred percent (100%) penalty of the amount of the fee shall be added to the original amount. (Res 04-72)

- A) General Business License Base Fee (Res 00-23) ----- \$75.00
 plus
 Each owner and employee ----- \$7.00

In addition to the above annual fee, the following business, vocation, trade, calling, or profession shall pay an annual license fee as applies:

- B) Administrative Processing Refund Fee ----- \$35.00
- C) Alcoholic Beverage License Fee (Res 00-55)
 - (i) Beer Licenses:
 - (a) Class "A" Beer License ----- \$350.00
 - (b) Class "B" Beer License ----- \$600.00
 Variance to 600' requirement ----- \$300.00 plus \$250.00 noticing fee
 - (c) Class "D" Beer License ----- \$350.00
 - (ii) Single Event Permit \$100.00 per day up to \$300.00 plus \$100.00 for a Temporary Business License.
 - (iii) Private Club (Res 08-47) -- maximum allowed by state law, not to exceed \$1,000.00 (currently \$300.00)
- D) Change of Ownership of Business (Res 04-72) ----- Reapply/\$50.00
- E) Change of Location of Business (Res 04-72) ----- \$50.00
- F) Change of Business Name (Res 04-72) ----- \$25.00
- G) Christmas Tree Lot - Clean-up fee of location ----- \$250.00 deposit
 Deposit to be returned after cleanup
- H) Cigarette Sales ----- \$15.00
- I) Day Care annual inspection fee (Res 00-23)
 - (i) Up to 7 children ----- \$25.00
 - (ii) Over 7 children ----- \$50.00
- J) Fireworks ----- \$325.00
 Temporary Stands Cleanup deposit (Ord 438) ----- \$250.00

- K) Kennels:
- (i) Class A - 3 to 15 animals ----- \$30.00
 - (ii) Class B - 16 to 30 animals ----- \$40.00
 - (iii) Class C - more than 30 animals ----- \$50.00
- L) Lounge ----- \$50.00
- M) Massage Parlors - plus proof of State License ----- \$100.00
- N) Masseur - plus proof of State License ----- \$100.00
- O) Mini-Storage Warehousing ----- \$1.00 per unit
- P) Mobile Home Park ----- \$1.00 per lot
- Q) Multi-Family Rental Dwelling Units ----- \$75.00 annual fee plus \$3.00 per unit per year
- R) Peddlers & Solicitor's Fees (Res 04-65)
- (i) Base Fee per Company ----- \$100.00 (annual)
 - (ii) Individual Solicitor's Fee ----- \$10.00
 - (iii) Name ID Tag ----- \$25.00
- S) Pre-School - annual inspection fee (Res 00-23)
- (i) Up to 7 children ----- \$25.00
 - (ii) Over 7 children ----- \$50.00
- T) Single/Special Event License (Ord 456) (Res 15-11) ----- \$20.00
- U) Service Stations ----- \$60.00 plus \$2.50 per pump
- V) Sexually-Oriented Business
- (i) Adult businesses ----- \$300.00 plus \$2,000.00 Bond
 - (ii) Semi-nude dancing bars ----- \$300.00 plus \$2,000.00 Bond
 - (iii) Outcall businesses ----- \$600.00 plus \$2,000.00 Bond
 - (iv) Nude entertainment ----- \$450.00 plus \$2,000.00 Bond
- W) Sexually-Oriented Employees/Dancers ----- S.O.B. License plus \$2,000.00 Bond
- (i) Semi-nude dancer ----- \$200.00 plus \$15.00 work card
 - (ii) Nude entertainer ----- \$300.00 plus \$15.00 work card
 - (iii) Non-performing employee ----- \$100.00 plus \$15.00 work card
 - (iv) Outcall service employee ----- \$300.00 plus \$15.00 work card
 - (v) If employee applies for two licenses ----- The highest fee plus \$40.00
- X) Sporting, musical, or other spectator events per day impact
- (i) Anticipated Admissions:
 - (a) 1 - 100 ----- \$30.00
 - (b) 100-500 ----- \$150.00
 - (c) 500 - 1,000 ----- \$400.00
 - (d) 1,000 - 5,000 ----- \$1,000.00
 - (e) Over 5,000 ----- \$2,000.00 or 1-1/2% of projected gross receipts whichever is greater

- Y) Spray Painting Booth/Car Painting----- \$50.00
- Z) Stable----- \$50.00 plus \$3.00 per horse
- AA) Seasonal license fee (4 months) (Res 00-23)----- \$80.00
- BB) Temporary license fee (90 days) (Res 00-23)----- \$60.00
- CC) Theaters----- \$100.00 per screen
- DD) Vehicle Fee
 - (i) Between 21,000-24,000 lbs----- \$22.50 per vehicle
 - (ii) Between 24,000-27,000 lbs----- \$25.00 per vehicle
 - (iii) Between 27,000-30,000 lb----- \$27.50 per vehicle
 - (iv) Vehicles over 30,000 lbs----- \$30.00 per vehicle



LIST OF CONTACTS FOR LICENSING BUSINESSES

<u>Title or Entity</u>	<u>Telephone Number</u>
<u>Draper City:</u>	
Building Department	(801) 576-6520
Business License Official	(801) 576-6530
Code Enforcement	(801) 576-6567
Finance Dept.	(801) 576-6588
Fire Departments:	
Station #5	(801) 571-2321
Station #14	(801) 523-8059
Station #22	(801) 523-5821
Planning & Zoning	(801) 576-6532
 <u>Salt Lake County Health Department:</u>	
Food Handler Permits	(385) 468-4100
Food Protection	(385) 468-3845
Sanitation & Safety	(385) 468-3835
 Utah County Health Department - General	 (801) 851-7000
 <u>State of Utah:</u>	
Department of Alcohol Beverage Control	(801) 977-6800
Department of Agriculture (Packaged Goods)	(801) 538-7149
Department of Agriculture (Cottage Program)	(801) 538-7159
Department of Commerce (Name Registration)	(801) 530-4849
Department of Commerce (Occ. Licensing)	(801) 530-6628
Department of Health (Child Care)	(385) 468-4100
Utah State Tax Commission	(801) 297-2200
 Internal Revenue Service (Federal Tax I.D. #)	 (866) 816-2065



State of Utah
GARY R. HERBERT
Governor
SPENCER J. COX
Lieutenant Governor

Labor Commission
SHERRIE HAYASHI
Commissioner

Dear Stakeholders and Community partners,

The Labor Commission for the State of Utah contains a number of divisions that were created to provide employers, employees and the public at large with services to ensure safety in Utah's workplaces and fairness in employment and housing.

These Divisions are:

Utah Occupational Safety and Health (UOSH) which is concerned with creating a safe and healthy work place for every worker in the State of Utah.

Industrial Accidents Division which was established to monitor and administer the worker's compensation program for the State of Utah

Division of Boiler, Elevator and Coal Mine Safety which holds as its mission to maximize boiler, elevator and coal mine safety, and provide for effective coal mine accident response.

Utah Antidiscrimination & Labor Division which investigates and resolves employment and housing discrimination complaints and enforces Utah's minimum wage, wage payment requirements and laws which protect youth in employment.

Adjudication Division which conducts the Commission's formal hearings.

Workplace Safety Grant Program accepts applications every year for grant projects or initiatives that demonstrate a commitment to workplace safety. These proposals may include, but are not limited to, development of workshops and training, implementation of specialized safety programs, and collaborative workplace safety training between organizations.

We encourage you and your organizations to sign up for our subscription services. There is no charge to sign up and it will assist you in receiving our quarterly On-The-Job e-newsletter. This newsletter highlights many of the quality services that we provide at no charge such as mediation and consultation. It is also a great resource in learning how the Commission can better serve your labor and housing needs.

To reach our subscription services, please use <https://secure.laborcommission.utah.gov/subscribe.html>

In addition, please like and link us on Facebook using:

<https://www.facebook.com/UtahLaborCommission/>

Thank you for all that you do to strengthen the State of Utah and please feel free to contact our office at any time.

Warmest regards,

Jake Barnhart

Public Information Officer/ Workplace Safety Grant Coordinator