



## **Business License Location Change**

Please check to see which category your application will fall under.

### **Commercial Businesses:**

- Check with planning & zoning to ensure that your business type will be allowed in the zone within which your site is located.
- Check with the building department to ensure that your business type will be allowed in the building where your business is to be located.
- Bring the completed business location change application, and a check to pay the fees to the Draper City Offices, Community Development Department or mail the application and any attachments to Draper City Business License Office, 1020 East Pioneer Road, Draper, UT 84020.
- The fee for a business location change is \$50.00. Inspections may be required once you have taken occupancy at your new location before the new business license can be issued.

### **Residential Businesses:**

- Complete the business license location change application listing all requested information
- Complete the home occupation questionnaire and fire department questionnaire.
- Bring the completed business location change application, and a \$50.00 check to pay the fees to the Draper City Offices, Community Development Department or mail the application and any attachments to Draper City Business License Office, 1020 East Pioneer Road, Draper, UT 84020.

If you have additional questions, please contact the Draper City Business License Official for information at (801) 576-6530.

Please Print or Type Application

## BUSINESS LICENSE APPLICATION FOR LOCATION CHANGE

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: Current Business Information*

Name of Business: \_\_\_\_\_

Current Location of Business: \_\_\_\_\_

Suite No./Apt. No.: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

e-mail \_\_\_\_\_

Business Owner Name: \_\_\_\_\_

Telephone : \_\_\_\_\_

### *Section 2: New Location Information*

New Business Address: \_\_\_\_\_

Suite No./Apt. No.: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

### *Section 3:*

***Section 3: Business Mailing Address: (This is the address where all license renewal forms will be sent)***

Same as Section 1

Same as Section 2

Send all correspondence to: \_\_\_\_\_

Type of Business to be conducted: \_\_\_\_\_

Questionnaires are required for residential location change: \_\_\_\_\_

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. I/we hereby consent to Draper City performing a background security check with the Draper City Police Department or other law enforcement agency in connection with this application for a business license with Draper City.

Owner/Agent: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

The information in this application is governed by Utah State Government Records Access and Management Act (GRAMMA). You are required to furnish the information on this form for the purpose of identification and to provide background information to properly assess your application and expedite processing. This information will be used only so far as necessary for evaluating your application. Failure to provide the information may result in the process taking longer or, in some cases, your application may be impossible to process. If you are an "at-risk government employee" as defined in *Utah Code Ann. § 63-2-302.5*, please inform the city employee accepting this application. Draper City does not currently share private, controlled or protected information with any other person or government entity.

Fee: _____		<b>Office Use Only</b>
		Approvals:
		Fire: _____ Bldg. Inspection: _____
		Police: _____ P & Z: _____
		SV Water: _____ SL Co. Health: _____ Animal Control: _____
		Other: _____
Total: _____		Approved by Business License Official. Fees may be accepted and deposited at this time.