



DRAPER CITY

1020 East Pioneer Road
Draper UT 84020

Instructions for Business License Name Change Application

- Register your new business name with the State of Utah using their one-stop registration website—www.business.utah.gov/registration. or go to their offices at 160 East 300 South, Salt Lake City, UT to make the necessary changes.
- Complete the business license name change application listing all requested information
- If it is necessary to obtain a new sales tax number or EIN number please obtain that information before the application is submitted for approval.
- Bring the completed business name change application, copy of the new name registration with the state 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 name change is \$25.00.

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



BUSINESS LICENSE APPLICATION FOR BUSINESS NAME 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.

<i>Section 1</i>		
Current Name of Business:		
Location of Business:		Suite No./Apt. No.:
City:	State:	Zip Code:
Business Telephone:		e-mail
<i>Section 2:</i>		
New Business Name:		
New EIN # :		New Sales Tax #:
<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.</p> <p>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.</p>		
Owner/Agent: _____		
Date: _____ Title: _____		
<p>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 <i>Utah Code Ann. § 63-2-302.5</i>, 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.</p>		
Fee:	_____	Office Use Only Approvals: Bldg. Inspection: _____ Approved by Business License Official. Fees may be accepted and deposited.
Total:	_____	