

Instructions for Owner Name Change Application

Taking Over an Existing Business

Option A: If you are purchasing an existing business and the business name, please do the following:

- Change the current state name registration to reflect the changes made under the new ownership.
- Complete the business license application listing all requested information.
- Obtain a copy of your occupational license (if applicable) to include with your submission.
- Obtain a background check upon request. If a corporation, the background check should be completed on the local manager of the company. **Note: If this is required you will be notified or the request will be made at the counter.**
- Bring the completed application, copy of the name registration with the state (or copy of stamped Articles of Incorporation), a copy of your occupational license (if applicable), the completed background check and a check to pay the fee to the Draper City Offices, Community Development Department.

Option B: If you are purchasing an existing business and using a new business name, please do the following:

- Register your business name with the State of Utah using their one-stop registration website—www.business.utah.gov/registration.
- If you are a corporation, you will need to have the Articles of Incorporation stamped by the State at their offices-160 East 300 South, Salt Lake City, UT
- Complete the business license application listing all requested information.
- Obtain a copy of your occupational license (if applicable) to include with your submission.
- Obtain a background check. If a corporation, the background check should be completed on the local manager of the company. **Note: If this is required you will be notified or the request will be made at the counter.**
- Bring the completed application, copy of the name registration with the state (or copy of stamped Articles of Incorporation), copy of your occupational license (if applicable), the completed background check and a check to pay the fee to the Draper City Offices, Community Development Department.

Business License Owner's Name Change Application

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Option C: If you are removing an Owner's Name from the Business **or** Adding an Owner's Name to the Business, please do the following:

1. Complete the business license application listing all requested information indicating that an owner's name is to be removed from the business and submit permission from person whose name is to be removed from the license.
2. If a name is to be added to business license, please submit permission for addition of name from all present owners of the business.
3. Bring the completed business license application and a check to pay the fee to the Draper City Offices, Community Development Department.

The fee to make this change is \$50.00. Inspections may be required once you have taken over the business before the new business license can be issued.

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 style="color: red; font-size: small;">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. <u>It is a Class "B" Misdemeanor to own or operate a business in Draper City without a current Business License.</u> 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>Base Fee</td><td>_____</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:	_____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2" style="text-align: left;">Office Use Only</th></tr> <tr><td colspan="2">Approvals:</td></tr> <tr><td>Fire: _____</td><td>Bldg. Inspection _____</td></tr> <tr><td>Police: _____</td><td>P & Z: _____</td></tr> <tr><td>SV Water: _____</td><td>SL Co. Health _____</td></tr> <tr><td>Animal Control: _____</td><td>_____</td></tr> <tr><td colspan="2">Other: _____</td></tr> <tr><td colspan="2"><input type="checkbox"/> Approved by Business License Official Fees may be accepted and deposited at this time.</td></tr> </table>	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.	
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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.																									

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: \$15.00

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.



CONSENT TO A BACKGROUND CHECK

I hereby consent to a background security check to be performed by the Bureau of Criminal Identification, 3888 West 5400 South, Salt Lake City UT 84114.

It is my understanding that I will obtain this background check prior to submitting my application for a Business License/Beer License in Draper City and that I will include the background check with my submission documents.

Dated this _____ day of _____, 20_____.

Signature

(Please print name)