



Instructions on Completing a Special/Single Event Business License

- Complete the Special/Single Event Business License application. If you have questions or for additional information, contact the business licensing office at (801) 576-6530.
- Application Fee \$20
- If sales are to be conducted, obtain a **temporary sales tax number**. You can apply online at www.utah.gov. Follow the directions from that page to obtain a temporary sales tax number or you can call the Utah State Tax Commission at (801) 297-2200 for further information. If the event is sponsored by an organization and you are a vendor, the sponsor of the organization will obtain sales tax license numbers for you and inform you of your temporary sales tax number either prior to or on the day of the event
- If food is to be prepared and sold, you will need a permit for preparation and sales of food and food handlers' permits from the Salt Lake Valley Health Department. Please call 385-468-4100 for instructions on how to obtain these permits.
- If alcohol is to be served, it will be necessary for you to complete an Application for Alcohol Single Event Permit (which include on premise consumption of beer). It will be necessary for the Utah Alcoholic Beverage Control Commission to also approve your single event and issue you a license to sell additional alcoholic products.

Please submit your application to Draper City a minimum of two weeks prior to your event to allow time to process your request.

Please Print or Type Application



SINGLE EVENT BUSINESS LICENSE APPLICATION

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

This form is an application for a business license. The actual license will be issued only when all inspections have been approved.

Section 1: Business Information

Name of Business:		
Type of Organization: (Required documents: Articles of Incorporation, Certificate of Organization and 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: _____		
Event Type: <input type="checkbox"/> Community Fair <input type="checkbox"/> Festival/ Carnival <input type="checkbox"/> Exhibit <input type="checkbox"/> Show <input type="checkbox"/> Sporting <input type="checkbox"/> Other _____		
Location of Event:	Suite or Apt. #:	
City:	State:	Zip Code:
Contact Name:	Contact Title:	
Contact Phone:	Contact E-Mail:	

Section 2: Business Owner Information

Business Owner:	Business Phone:
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Section 3: Business Mailing Address

Name:			
Address:	City:	State:	Zip:

Section 4: Business License Details (see page 2 for further information)

License Type (Category Name) _____ NAICS Code: _____	Classification (circle one) In Jurisdiction Home Occupation Out of Jurisdiction Temporary Seasonal Single Event
Sales Tax #: (if applicable) _____	Federal Tax I.D. #: _____
Temporary Business Dates: ___/___/___ to ___/___/___	

Detailed Description of Business:

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.

Owner/Agent: _____
Date: _____ **Title:** _____

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.

Section 4: Business License Details (Additional Information)

North American Identification Classification System (NAICS)

What is a NAICS Code?

A NAICS (pronounced NAKES) Code is a classification within the North American Industry Classification System. The NAICS System was developed for use by Federal Statistical Agencies for the collection, analysis and publication of statistical data related to the US Economy.

It was adopted in 1997 to replace the Standard Industrial Classification (SIC) system in cooperation with the statistical agencies of Canada and Mexico. Their goal was to establish a North American standard. They developed the NAICS as the first economic classification system based on a single economic concept.

How do I get a NAICS Code?

NAICS is a Self-Assigned System; no one assigns you a NAICS Code. What this means is a company selects the code that best depicts their primary business activity and then uses it when asked for their code. If your Business Activities include more than one Unique Line of Business, you may want to use more than one NAICS Code. You can use our Site to [view the Available NAICS Codes](#), as well as use our Keyword search to guide you to the correct NAICS Codes. If you need assistance determining an appropriate NAICS code for your Business Entity, you can contact the Census Bureau at **1-888-756-2427** or **NAICS@census.gov**. The Census Bureau is the Authority in such matters.

License Type List

<u>Category Code</u>	<u>Category Name</u>
11	Agriculture, Forestry, Fishing and Hunting
21	Mining
22	Utilities
23	Construction
31-33	Manufacturing
42	Wholesale Trade
44-45	Retail Trade
48-49	Transportation and Warehousing
51	Information
52	Finance and Insurance
53	Real Estate Rental and Leasing
54	Professional, Scientific, and Technical Services
55	Management of Companies and Enterprises
56	Administrative and Support and Waste Management and Remediation Services
61	Educational Services
62	Health Care and Social Assistance
71	Arts, Entertainment, and Recreation
72	Accommodation and Food Services
81	Other Services
92	Public Administration