



SUMMIT COUNTY BUSINESS LICENSING PROCESS AND APPLICATION

A Summit County Business license is required if you are starting, buying, or operating or conducting any business within the unincorporated areas of Summit County.

The following steps are subject to Ordinance 191-E

1

Read the State of Utah publication “Doing Business in Utah, a Guide to Business Information” <http://tax.utah.gov/forms/pubs/pub-38.pdf>

2

Register your business with the State. Visit www.osbr.utah.gov and complete the process. This will walk you through registering a business name (DBA) and you will receive a business name registration number. This needs to be done prior to applying for a County business license.

3

Fill out a Summit County Business License Application (www.summitcounty.org/clerk).

- Generally, an *in-home business* refers to all for-profit activity administered or conducted from a residence within the County. The in-home license fee is **\$75.00**
- A *commercial business* is anything that is not considered an in-home business. The commercial license fee is **\$200.00**.

4

Send the completed application to the Summit County Clerk’s Office and pay the license fee. We accept cash, checks, or credit cards for payment. The application can take up to 2 weeks to be approved as it will need to be approved by the Planning, Health, Assessor, Sheriff, and fire departments. They may ask questions about your business to verify that your business meets all licensing requirements. In-home businesses are subject to a drive-by site inspection.

5

If you are running a commercial business in the Snyderville Basin (area surrounding Park City) you need to contact Public Works (435) 336-3970 for Kimball Area Transit Assessment information. A license will not be issued until this fee is paid. There are no exceptions.

We will process your application and then mail out your business license or a statement of why it was not approved. Each license is effective through January 15th of the year that it is issued. Each December you will be issued a renewal notice.



DEPARTMENT OF COMMUNITY DEVELOPMENT
60 N. MAIN – P.O. BOX 128 – COALVILLE, UT 84017
(435)336-3130 ♦ www.summitcounty.org

BUSINESS LICENSE Supplemental Questionnaire

Information

Contact Name _____ Phone _____
Business Name _____ Business Address _____

Questions

- Yes No Is the business located in a residence (or accessory building to a residence)?
- Yes No Does more than one (1) employee (other than resident family) work at the business?
- Yes No Is there additional constructed parking at the residence for clients or customers?
- Yes No Are there regular truck deliveries to the home for business?
- Yes No Are all materials for the occupation stored outdoors?
- Yes No How many customers or clients visit the residence per week?
- Yes No Is there signage for the business? If yes, please describe:
- Yes No Describe the nature of the business (i.e. office, manufacturing, processing, etc.)
- Yes No Additional explanation of questions or business. (May include additional sheets.)

FOR OFFICE USE ONLY

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Staff: _____

Date: _____



Steve Martin
Assessor

NOTICE TO BUSINESS OWNERS

In compliance with Utah law, section 59-2-306 U.C.A., it is mandatory that every business owner file an annual Signed Statement of Business Personal Property on all furniture, fixtures, equipment, etc. used to operate the business, regardless of ownership. This tax is based on cost, less depreciation, and the lien date is January 1st of each year.

If the total market value is less than the exemption amount of \$3,800, you are still required to file, but you do not have to calculate or pay any tax. If the total market value is more than \$3,800, then you are required to calculate the tax due as explained on the form and send your check along with the list of your equipment and the signed statement.

If you have questions, or need help in completing this process, please contact our office by telephone or in person.

Summit County Assessor's Office
Carla Richins, Chief Deputy Assessor
Personal Property Taxes
(435) 336-3235



April 30, 2009

To All Snyderville Basin Businesses:

As you are no doubt aware, the transit system operating within the Snyderville Basin is supported in part by assessments placed on local businesses. In 2002, the Summit County Commission created the Snyderville Basin Transportation Special Service District. Based on a cost allocation study, businesses in the Basin have been assessed an annual cost per square foot for transit services since 2002. In 2004, a Basin Transit District was created and a .25% transit sales tax was imposed to raise additional revenues. In 2008, the transit sales tax rate was changed to .3%. Currently, transit sales taxes generate about \$1,500,000 a year while general business assessments will generate about \$70,000 this year. Your contributions are appreciated and help to make our transit system a continuing success.

Your support of regional transit has resulted in very significant increases in transit ridership within the Snyderville Basin since 2002. Overall ridership on county routes has grown from a beginning of 50,000 riders for the last eight months of 2002 to just over 700,000 county transit riders for calendar year 2008. The dramatic expansion of the transit system within the Snyderville Basin over the last six years has had the following benefits for the residents and businesses within the region:

- The growth in traffic along state route 224 has been slowed and congestion has been moderated by the provision of regional transit (transit now accounts for 5% of the daily trips along the 224 corridor);
- The cost of transportation for residents, employees and visitors has been moderated by the provision of fare free transit service;
- The ability of local residents to access businesses has been increased by the provision of new routes and transit amenities including bus shelters and restrooms;
- Transit improves customer access to local businesses without impacting demand for customer parking or other costly improvements.

During these hard economic times we appreciate your support. We urge all businesses to encourage your employees to use the transit system and would request that you pay your annual transit assessment promptly. Thanks for your cooperation in helping to provide this vital public service.

Sincerely,

Kevin Callahan
Public Works Administrator