

Business License Application Checklist

- Complete Business License Application.
- Register Business with the Utah Department of Commerce. You can register online at: http://corporations.utah.gov/online_bus_reg.html or by clicking on the link provided on our website: eureka.utah.org.

****Enclose copies of Registration Forms, Sales Tax, and IRS Forms with Application.**

- Complete Self Fire Inspection Form.
- Contact Compliance Agencies for walk through/inspection (when/if applicable):
 - Public Health * (***Signature required prior to submittal***)
 - Fire Marshal * (***Signature required prior to submittal***)
 - Building Inspector * (***Signature required prior to submittal***)
 - Town Clerk
 - Land Use Zoning

Signatures of each official marked with an asterisk (*) must be on application prior to submittal to the Town Clerk.

- Submit Application and ALL Required Forms to Town Clerk.

Should there be any issues concerning Zoning on a business license, it will have to go before the Planning Commission. Applicant must then:

- Ask to be placed on Planning Commission Agenda. Planning Commission meets on the last Thursday of each month at 7:00 p.m.
- Attend Planning Commission Meeting. If approved, Application will be forwarded to City Council.
- Ask to be placed on City Council Agenda (Deadline is the Thursday prior to Council Meeting, 5:00 p.m.), for discussion and/or approval.
- Pay for License.