



## COMMERCIAL BUSINESS LICENSE REQUIREMENTS

Before submitting a business license application to Provo City, please review the **business requirements** . We cannot accept applications until all State, local, and Federal requirements have been met. Please include verification of these requirements when submitting your application to Provo City. If you will be operating your business from more than one location you will need a separate application and license for each location. Businesses that work with firearms (cleaning, repairing, constructing, etc.) commercial or home based, must obtain Federal approval from ATF prior to applying for a license. If your business will be located in a commercial zone, it is advisable that you contact the Community Development Department at 801-852-6400 for specific zoning requirements and restrictions prior to signing a lease agreement or submitting a license application. You may also visit their offices at 330 W 100 S. **Home business licensing requirements are on page II.**

## REQUIREMENTS FOR COMMERCIAL BUSINESS

- » This permit is good from anniversary date to anniversary date.
- » Proof of the registered name of your business, or a copy of the Articles of Incorporation. You may contact the Department of Commerce at 801-530-4849.
- » Copy of permanent sales tax number certificate, temporary will not be accepted. ( If applicable to your business) See contact information page.
- » Copy of your State license (if applicable to your business) See contact information page
- » Provo City application form (mandatory)
  1. Emergency Contact form from PCPD (Provo City Police Department) (included in business forms)
  2. Food Establishment (page 8) Water Treatment (page 9) questionnaire (if applicable to your business) if you have questions, you may contact Mark Ogren (801-852-6790) or Tom Thomas (801-852-7794).
- » Copy of Health Department certificate (if applicable to your business)
- » Copy of Department of Agriculture and Food certificate (if applicable to your business)
- » Copy of picture ID (Drivers license, State I.D. Card, U.S. passport or Military I.D.)
- » Federal Identification Number
- » Copy of professional/occupational license (if applicable to your business)
- » BYU housing approval letter if applicable (BYU housing only)
- » Fees for the application are non-refundable, and based on the number of employees per year, see the consolidated fee schedule below or go to Provo.org/government/council/code book/consolidated fee schedule/business licensing.  
**Not applicable for home based businesses**

### CONSOLIDATED FEE SCHEDULE

Number of Employees	Fee	Number of Employees	Fee
0-5	\$125	6-10	\$175
11-25	\$300	26-50	\$425
51-75	\$550	76-100	\$675
101+	\$800		

\* NON-PROFIT ORGANIZATIONS \$218

\* HOME BUSINESS LICENSE IF \$37 (IF REQUIRED)

## REQUIREMENTS FOR A HOME BUSINESS LICENCE

Before submitting an application, please review the Provo City Code and then check any of the four (4) boxes that are applicable to your home business. Section 14.41.060 of the Provo City Code reads, all Major Home Occupations will still require a Conditional Use Permit (CUP), unless the applicant obtains a signed petition of support from all property owners within 300 feet of the property.

1. Will there be more than two (2) customers per hour at the home?
  - a. If you have a home based business which has employees or volunteers coming to your home or more than (2) customers per hour coming to your home, you will need to contact the Community Development Department at 801-852-6400.
2. Will the home occupation be using a commercial vehicle weighing more than 14,000 GVW on site?
  - a. Use of a larger commercial vehicle above 14,000 gross vehicle weight, but no more than 1 gross vehicle weight rating of 17,500 pounds may be used, provided it is parked on private property and adequately screened.
3. Will the home occupation include outside employees?
  - a. Outside employees not residing on the premises may be allowed during daytime business hours (8:00 am to 5:00 pm), subject to the following conditions:
    - i. No more than one (1) outside employee at one time for a dwelling unit located on a lot or parcel which is at least 8,000 square feet in area. One (1) additional employee may be allowed for each additional increment of 30,000 square feet in the area of the lot or parcel
    - ii. A home occupation that does not bring customers to the premises may have up to three (3) outside employees at one time for a dwelling unit located on a lot or parcel which is at least 8,000 sq. ft., provided sufficient parking is provided. One (1) additional employee may be allowed for each additional increment of 30,000 square feet in the area of the lot or parcel.
4. Will more than one (1) promotional meeting be held per month?
  - a. More than one (1), but not more than four (4) promotional meetings for the purpose of selling merchandise, taking orders, or training may be held per month.

As mentioned above, an applicant for a major home occupation may forgo the fee for a CUP if all the property owners within 300 feet of the applicant's property sign a petition in support of the home occupation.

For those living in BYU housing, you will need an approval letter from the property manager or landlord to have a business in the home, if you meet the criteria for a Major Home Business.

\*Additionally, any home occupation that will involve remodeling an existing space or addition to an existing dwelling for service areas such as barber/beauty shops, studios, offices, etc., will require the approval of the Zoning Department. Prior to any modification, the applicant is strongly encouraged to coordinate with the Zoning Department by calling 801-852-6400.

Home businesses that are **required** to have a business license are Nail salons, Beauty Salons, Day Cares, Home Bakeries, Pet Grooming etc. If there is a question that you might have, please contact Zoning at 801-852-6400.

**HOME BASED FEE \$37 (If you are required to have a business license)**

**Certain businesses may also be required to provide surety bonds or undergo background investigation.**

If the business is an establishment where food is prepared on-site, a bakery, caterer, cottage kitchen, or if your business uses special types of equipment such as tattoo parlors or tanning salons, inspections are required by:

Utah County Health Department (See contact information page)

Department of Agriculture (See contact information page)

There may be other businesses that require these types of inspections, if you feel your business may qualify, please contact the appropriate department.

Once the application has been submitted, it will be reviewed and approved by:

Community Development 801-852-6400

Provo Fire Marshall (Ryan Lind) 801-852-6339

Provo Police Department (Janna-lee) 801-852-6271

Provo Water Department (Mark Ogren) 801-852-6790 (Tom Thomas) 801-852-7794

The processing time for a business license is approximately 14 working days. It may take additional time if you are in need of a conditional use permit, health or agriculture department approval, fire inspection, etc. Provo City does not issue temporary business licenses. Please be aware that you must have your business license

\*Completed business licenses need to be mailed in with payment or you may bring them to the City office at 351 W Center St, Provo.

The businesses below require a separate application and have additional requirements, you may review the Provo City Code for clarification, the code references are in parenthesis.

- » Solicitor (6.09)
- » Taxicab (6.10)
- » Towing/Parking Enforcement (6.08)
- » Pawnbroker/Second Hand Dealers (6.05)
- » Employment Agencies (6.12)
- » Locksmiths (6.16)
- » Gun Dealers (6.07.090)
- » Solid Waste Handlers (11.03.050)