

## **Business License Application Checklist**

- Complete Business License Application.
- Register Business with the Utah Department of Commerce. You can register online at: [www.business.utah.gov/registration](http://www.business.utah.gov/registration) or by clicking on the link provided on our website: eurekaUtah.org.

**\*\*Enclose copies of Registration 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.