

OBTAINING A BUSINESS LICENSE

West Haven City

4150 South 3900 West
West Haven, Utah 84401
(801) 731-4519

1. If you are using a business name, the name must be registered with the State. This can be done at:

Utah State Department of Commerce
Heber M. Well Building
160 East 300 South
P.O. BOX 146741
Salt Lake City, Utah 84114
Phone: (866) 275-3675 or 1-801-530-6628
www.dopl.utah.gov

2. If you are selling products you must obtain a Sales Tax Number from the above agency.
3. Once the above steps have been completed you are ready to apply for a West Haven City business license.
4. Certain types of businesses require an inspection by the city building inspector and the Weber County Fire Marshal before the City business license is approved.
5. Submit the completed application and fee to the first window in the city building.
6. You will receive your Business License in the mail in about 5-7 business days after submitting the application
7. To insure that West Haven City receives the share of sales tax allowed, please be sure to use the sales tax code for business reporting: **29051**



GENERAL BUSINESS LICENSE INFORMATION AND FEE SCHEDULE

HOME OCCUPATIONS: **\$50.00**

TEMPORARY 1-30 DAYS: **\$50.00**
 (Boutiques, Firework stand, Etc.)

DAYCARE & PRESCHOOLS:
 Must include your Utah State Dept. of Health License, and Fire Dept. Inspection and an Inspection from our Code Enforcement officer.

Home Day Care Level 1 (Eight (8) Children or Fewer)	\$50.00
Home Day Care Level 2 (Nine (9) – Sixteen (16))	\$100.00
Day Care Centers (Non-Residential)	\$200.00

PRESCHOOL:

Preschool (Twelve (12) students or fewer)	\$100.00
Preschools Non-Residential	\$200.00

REGULAR/MINOR: **\$200.00**

Includes the majority of businesses within the city – to include Auto Body Shops; Vehicle Repair Shops; Vehicle Sales; Recreational Activities; Health Occupations; Industrial; Trucking; Refuse Collection; Storage Units; Street Vendors; Towing; Construction; Restaurants

MAJOR: **\$1,000.00**

Includes: Fuel/Alcohol; Convenience Stores; Mobile Home Parks; Motel; Hotel; Manufacturing; Taverns

BIG BOX/PLAZA/MARKET: **\$2,000.00**

Includes: Flying J; Wall Mart Type Stores

BEER LICENSES:

If your business includes beer and other alcohol sales, you must request and complete a separate beer license application prior to issuance of your business license. New beer and alcohol applications may require the approval of the Planning Commission and City Council. **Your beer license fee is separate from your business license fee and must be paid yearly with your renewal.**

Class A Beer License	(Taverns & Clubs)	\$500.00
Class B Beer License	(Off Premises-Gas stations)	\$200.00
Class C Beer License	(On Premises-Restaurants)	\$200.00



BUSINESS LICENSE APPLICATION

4150 South 3900 West ~ West Haven, UT 84401

Phone: (801) 731-4519 Fax: (801) 731-1002

www.westhavencity.com

Business Status: New Business Renewal Location Change Ownership Change

Date your business is opening: _____

State sales tax# _____

(If you are a retail business-Please attach copy of your certificate)

Federal EIN# _____ (if you have employees)

State License# _____

Registered Business Name: _____

DBA: _____

BUSINESS LOCATION:

Physical Address: _____

Mailing Address: _____

City, State, and Zip: _____

Business Phone: _____ Alternate Phone: _____

Business email: _____

CONTACT INFO:

Manager's Name: _____

Owner's Name: _____ Phone# _____

Owner's Address _____

Is this building or property leased or rented? Yes _____ No _____

If yes, Owners Name _____ Phone# _____

Address _____

TYPE OF BUSINESS: Home Occupation Home Daycare (Level 1) Home Daycare (Level 2) Daycare (non-residential) Preschool
 Preschool (non-residential) Regular/Minor Major Big Box/Plaza's/Market Temporary (1-30 days)

Describe your Business in detail: _____

IF HOME OCCUPATION PLEASE ANSWER THE FOLLOWING:

Do you have employees Yes No If yes how many _____

Does your occupation require alterations to your building Yes No Explain _____

Will your occupation use any structures other than the dwelling Yes No If yes describe _____

Will you use more than 10% of your home for your business Yes No

Will there be more than one business at this address Yes No

How many customers at one time _____

Will your business have "home parties", if yes how many per month Yes No _____

Will your occupation attract customers or clients Yes No

Will there be off premises or street parking of tractor trailers, semi-trucks or other heavy equipment Yes No Specify _____

Will there be signage Yes No If yes attach photo

Will there be more than 4 clients at one time Yes No If yes how many _____

Will your business be producing electrical interference, smoke, dust, odors, or heat Yes No

Will your business produce excessive noise, light or vibrations Yes No

Will your business produce foot and/or vehicular traffic Yes No

Will you have retail sales of good produced off premises Yes No

APPLICANT'S AGREEMENT

This form is an application for a Business License. The actual license will be issued only when the business is found to be in compliance with all local, state, and federal building codes and zoning ordinances and all inspections are completed and approved by the necessary City departments.

I, the undersigned, hereby agree to conduct said business strictly in accordance with all West Haven City codes governing such business, and swear under penalty of law that the information contained herein is complete, truthful and accurate to the best of my knowledge and current belief. I also acknowledge the responsibility to renew the business license before January 1st. If the renewal fee is not paid before February 1st, a penalty fee of 50% of the total amount shall be due.

Applicant Signature: _____ Date: _____

OFFICE USE ONLY

APPROVED DENIED

Licensing Officer: _____ Date: _____

Comments: _____

License #: _____ Account #: _____

Date: _____ Amount: _____



Weber County Sheriff's Office
721 West 12th Street Ogden Utah
(801) 778-6661

HELP US PROTECT YOUR BUSINESS:

Please fill this out (legibly) and return it to the city with your business license renewal. The purpose of this form is to have an after-hours contact for your business (even rental properties) in case of an emergency:

Business Name Business Phone Number Business Address within the city

Contact Names: Phone Number (After hours):

1. _____
2. _____
3. _____

Does your business have an AED (Automated External Defibrillator) on site? Yes () No ()
and if yes, the location of the AED: Example 2nd floor west hallway at the end:

If business has an alarm, please provide the alarm company's name and phone number: _____

Are there hazardous conditions / chemicals / or other pertinent information: _____

Email address: _____

Would you like to receive the quarterly Weber County Sheriff's Office Business Watch Newsletter by e-mail? [] Yes [] No



Weber County

2220 Washington Blvd Ogden, Utah, 84401

John Ulibarri, Weber County Assessor
Machel Maycock, Chief Deputy

Phone (801) 399-8572 Fax (801) 399-8308
www.co.weber.ut.us/assessor

Owners of taxable personal property are required to list all taxable personal property owned, possessed, or controlled as of January 1st. The tax dollars collected are apportioned to each of the taxing agencies where the property is located. Personal property taxes are used to pay for local governmental services such as schools, police, and fire protection.

Personal Property Taxes are assessed and collected by the County Assessor. Taxable personal property is defined as tangible property not included within the meaning of the terms "real estate" and "improvements." Intangible property, such as stocks, bonds, franchises, etc. are not subject to taxation. Utah has also exempted certain other types of property such as inventory, farm machinery, livestock, and household furnishings used exclusively by the owner at the owner's place of residence.

The Utah State Tax Commission prepares and distributes "Percent Good Tables" to the County Assessor each year. These tables help to determine the approximate fair market value of the various categories of taxable personal property. The schedules are derived from an analysis of market data, IRS class life, and professional cost indexes.

The personal property tax return is designed to be "self-assessing." You should receive a tax package during the 1st quarter of each year. The taxpayer lists all taxable personal property by category, years of acquisition, and cost. Then the taxable value and tax due are calculated using the appropriate schedules provided.

WEBER COUNTY ASSESSOR PERSONAL PROPERTY DIVISION

Information about
Personal Property taxes

The Personal Property Division will review the statement and inform the taxpayer of any corrections. In succeeding years, the statement supplied to the taxpayer will list all property previously reported and make a depreciation allowance. The taxpayer need only list acquisition and/or disposal of equipment during the past calendar year.

The Assessor's Office has the statutory obligation to assess and collect taxes on personal property. The statutes also provide for compliance with the law through random audits, assessment of penalties and interest, and collection of taxes on property escaping assessment as far back as five years. In instances where the taxpayer neglects to file the statement, the Assessor must estimate the personal property value.

Personal Property valuation may be appealed to the County Board of Equalization. Appeals are made to the County Auditor, who serves as the Clerk of the Board of Equalization. Appeals must be filed within 30 days of the taxpayer's receipt of the statement or tax notice.

We are happy to help with any questions you may have. Please call (801)399-8124.

*Please complete the reverse side
and return to the above address or
fax to (801)399-8308.*

WEBER COUNTY ASSESSOR NEW BUSINESS INFORMATION RECORD

BUSINESS NAME: _____

MAILING ADDRESS: _____

BUSINESS LOCATION: _____

BUSINESS LICENSE #: _____ NATURE OF BUSINESS: _____

PHONE NUMBER: _____ DATE OPENED: _____

TYPE OF BUSINESS (CHECK ONE):

____ SOLE PROP. ____ PARTNERSHIP ____ CORPORATION ____ L. L. C.

OWNER OR REGISTERED AGENT: _____

OWNER/AGENT ADDRESS: _____

PLEASE RETURN THIS FORM WITHIN TEN DAYS TO:

WEBER COUNTY ASSESSOR
PERSONAL PROPERTY DIVISION
2380 WASH BLVD. #380
OGDEN, UT. 84401
PHONE: 399-8673 FAX: 399-8308

ASSESSOR'S USE ONLY

District _____ Account # _____ Parcel _____