



BUSINESS INFORMATION

Business Status (check all that apply): <input type="checkbox"/> New Business <input type="checkbox"/> Location Change <input type="checkbox"/> Name Change <input type="checkbox"/> Ownership Change			
Business Name:			
Business Address:			
City:	State:	ZIP Code:	Local Business Phone:
Mailing Address:			
City:	State:	ZIP Code:	Corporate Business Phone:
Business Email:		Business Website:	

BUSINESS DESCRIPTION

Nature of Business: <input type="checkbox"/> Industrial, Manufacturing and Distribution <input type="checkbox"/> Restaurant/Food Service (include copy of Utah County Health Permit) <input type="checkbox"/> Retail <input type="checkbox"/> Services <input type="checkbox"/> Other: _____
Describe your business and how the property will be used. Please be specific.
Will any of the following be a part of the business? <input type="checkbox"/> Beer or liquor sales (If yes, you will need a Vineyard Alcohol License.) <input type="checkbox"/> Door-to-door sales (If yes, you will need a Vineyard Solicitor's License.) <input type="checkbox"/> Cannabinoid products – cultivating, processing, and/or sales (If yes, you will need a permit from Utah Dept of Agriculture.) <input type="checkbox"/> E-liquid manufacturing or Tobacco, ENDS, e-cigarette, and/or paraphernalia sales
Will your business produce, store, or use significant quantities of any toxic, explosive, or dangerous chemicals, liquids, or materials? <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of employees at the location: _____ (if you are the owner, do not count yourself.)
Will you be holding a Grand Opening? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the estimated date of the event: _____ Would you like this event promoted on the Vineyard Facebook page? <input type="checkbox"/> Yes <input type="checkbox"/> No
In accordance with Vineyard Municipal Code, any towing or parking enforcement company that you contract with must be certified by the city. Do you intend to contract for towing/parking enforcement services? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you already have a contract with a towing company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach name and contact information to this Application. Vineyard staff will verify that the business has a Towing/Parking Enforcement Certificate.

OWNER AND MANAGER INFORMATION

Business Owner:	
Phone:	Email:
Business Manager:	
Phone:	Email:

FEDERAL AND STATE INFORMATION

State numbers can be obtained by logging on to osbr.utah.gov (OneStop Business Registration). The OneStop Business Registration application will notify you if you need to obtain a federal Employer Identification Number (EIN). All entities other than an individual/sole proprietor will need an EIN. All employers, including an individual/sole proprietor, will need an EIN. If you are a sole proprietor with no employees, write N/A.		
State Registration: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability (LLC) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> DBA		
State Sales Tax #:		EIN:
State Business Registration/Entity Number:		
State License/DOPL Type (if any):	Number:	Expires:
Federal License Type (if any):	Number:	Expires:

LICENSE AND FEE INFORMATION

License period is one year, commencing on the date the license is issued and ending on the last day of the twelfth month thereafter. License renewals are due by the expiration date to avoid late fees.	
TYPE OF BUSINESS	ANNUAL LICENSE FEE
Industrial, Manufacturing, & Distribution	\$250
Restaurant/Food Related	\$190
Retail	\$215
Service Related	\$75

ADDITIONAL REQUIREMENTS

In addition to this Application, please submit the following to Vineyard:

- Utah County Assessor New Business Information Form
- TSSD Pretreatment Survey
- Copy of any necessary federal, state or county permit or license

A fire inspection is also required after you submit your application. Please see the Fire Inspection Letter for information on how to schedule the inspection.

Installation of storage racking that is greater than 12 feet in height requires review for applicable building and fire code safety provisions. Please contact the Vineyard Building Department at 801-226-1929 for additional requirements prior to the installation.

I understand that prior to installing any sign for my business, I am required to obtain a Sign Permit from the Vineyard Building Department. (please initial) _____

I understand that if a business license certificate is not issued by the City with 60 days from the date of the application, the application shall expire and no further action shall be taken on the proposed license without a new application and payment of new application fees. If the business is found to be doing business without a license, then criminal and/or administrative penalties and fees will also be applied. (please initial) _____

By signing below, I certify that the information contained herein is true and correct. I understand that business shall not commence at this location without first obtaining a business license, and if needed, inspections by the fire inspector and Utah County Health Officials, which must first be completed and the building approved by these officials for business activities.

Signature of Business Owner

Printed Name of Business Owner

Date

PRETREATMENT SURVEY
TIMPANOGOS SPECIAL SERVICE DISTRICT
Required by the District's Rules & Regulations

1. Business Name: _____

2. Business Address: _____

3. Brief business description, principal products, and services: _____

4. Will you discharge wastewater other than domestic waste from showers, restrooms, etc... to sanitary sewer? Yes No If yes, describe: _____

5. Describe any waste products the facility may generate such as solvents, oils, sludges, and/or any grease/oil/sand/water interceptor wastes. In addition, describe any dry process wastes generated? What is the intended disposal method for the wastes? _____

6. Does this business use or intend to use any technology or equipment utilizing water from the culinary water system? Please list: (ie process water, product water, heating water, cooling water, boilers, chillers, antifreeze systems, etc...) _____

7. Status of Facility: Occupied Vacant

8. Facility Type: Single Building Office Complex Warehouse
 Shell Empty Lot (Date of Construction _____)

9. Designated Contact:

Name (Type or Print) Signature Date

Title Business Phone Email

TSSD USE ONLY

Inspection Comment: _____

Inspector

Date

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Dear Business Owner,

Congratulations on the establishment of your new business, as a new business owner there are some obligations that you need to fulfill as a responsible business owner.

Utah State Legislation requires that each business file an affidavit each year with the Assessor’s Office declaring their taxable property. This affidavit allows you to list the equipment and supplies you use for your business. Affidavits are sent at the beginning of each new year. If your business equipment has less than \$15,000 (2020) in market value then you may be exempt from paying any taxes, **this does not exempt you from filing each year.** Any failure to file can result in fines, interest, estimations, and audits.

Our office searches through State and City business registries, information from leasing agencies, field research, and State Audits to locate any business operating within Utah County. Any change in either status of the business or account information must be reported to us immediately. In addition, if you are closing a business, you must inform us in writing, as well as inform the City and State agencies. Failure to do so may keep your account active and additional penalties and interest may accrue.

Please fill out and return the attached form below to:
Utah County Assessor - Personal Property
100 E Center Street, Rm 1105
Provo, UT 84606 or FAX 801-851-8282

If you have any questions about this tax, information can be found on our website at www.utahcounty.gov/ppfile or you can call 801-851-8295 and we will be happy to assist you.

Please Cut Here

NEW BUSINESS INFORMATION FORM

Please Print Clearly

Business Name: _____

Owner Name: _____

Contact Name: _____

Business Address: _____

Mailing Address: _____

Telephone #: _____ **Fax #:** _____

Nature of business: _____

Date business started: _____

E-mail address: _____

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VINEYARD
STAY CONNECTED

Fire Inspection Letter

125 S Main Street
Vineyard, UT 84059
801-226-1929

www.vineyardutah.org

Business License Applicant:

After you submit your Vineyard Business License application, and before your application can be approved, you will need a fire inspection to ensure International Fire Code Compliance. Vineyard contracts with Orem Fire Department to provide this service.

There are several things the fire inspector may check. The list below is an example of the common things an Inspector may look for. Because of the various business types and locations of businesses in the City, it would be impossible to list everything that may be required for each business. Feel free to use this list as a guide prior to setting up an appointment for inspection, and call the number below with any questions.

- Address on the Building and Visible from the Street.
- Proper Exits from the Building that are Unobstructed.
- No Open Circuit Breaker Spaces in the Electrical Panel.
- Circuit Breakers Need to be Labelled and the Panel Accessible.
- Proper Storage of Oily Rags, Paint and other Hazardous Liquids or Gases.
- 36-inch area around Heaters and Water Heaters are clear of debris and storage items.
- Proper Fire Extinguishers (most are 2A 10BC) (Inspected and Tagged every year)
- Sprinkler Systems (where applicable) (Inspected and Tagged every year)
- Fire Alarm systems (where applicable) (Inspected and Tagged every year)
- Hood Systems (where applicable) (Inspected and Tagged every 6 months)
- Extension cords are not to be used for permanent wiring. When necessary, power strips may be used instead.

The Orem Fire Department's Fire Prevention Bureau looks forward to working with you to make your new business a success.

Once all furniture and fixtures are in place and you are ready for a final fire inspection, contact the fire inspector to schedule your inspection:

Fire Inspector Russ Sneddon
Phone: 801-229-7340 or 801-229-7324
Email: fireinspections@orem.org