



## SUMMIT COUNTY COMMERCIAL BUSINESS LICENSING PROCESS AND APPLICATION

A Summit County Business license is required if you are starting, buying, or operating or conducting any business within the unincorporated areas of Summit County.

*The following steps are subject to Ordinance 191-B & 852*

1

Read the State of Utah publication “Doing Business in Utah, a Guide to Business Information” <http://tax.utah.gov/forms/pubs/pub-38.pdf>

2

Register your business with the State. Visit [http://corporations.utah.gov/online\\_bus\\_reg.html](http://corporations.utah.gov/online_bus_reg.html) and complete the process. This will walk you through registering a business name (DBA) and you will receive a business name registration number. This needs to be done prior to applying for a county business license.

3

Submit a Summit County Business License Application ( [www.clerk.summitcounty.org](http://www.clerk.summitcounty.org)). A commercial business refers to all for- profit activity not administered or conducted from a residence within the County The commercial license fee is **\$200.00**.

4

Once you have completed the online application it will be sent to the Clerk’s Office for review. After initial review the Clerk’s Office will send you an email for payment. You can either pay online, send a check or pay in person. We accept cash, checks, or credit cards for payment. The application normally takes about a week but can take up to 30 days to be approved as it will need to be approved by the Planning, Health, Assessor, Sheriff and Fire Departments. They may ask question about your business to verify that your business meets all licensing requirements.

5

If you are running a commercial or nightly rental business in the Snyderville Basin (area surrounding Park City) **you will need to contact the Park City Fire Department 435-940-2532 and schedule an inspection.** A license cannot be issued until an inspection is completed. There are no exceptions.

We will process your application and then mail out your business license, or in the event it was denied a statement of why it was not approved. Each license is effective through January 15th of the year following its issuance. At the end of each December you will be issued a renewal notice.