



SUMMIT COUNTY SOLICITOR'S PERMIT APPLICATION

A Summit County Solicitor's Permit is required for any individual, company, organization, or entity that is soliciting within the unincorporated areas Summit County. Each individual city may have their own licensing and regulations that must be followed. All solicitors that fail to obtain a Solicitor's Permit are subject to incarceration.

Solicitor's Permits are subject to Ordinance 710

1

Contact the Summit County Sheriff's Office (435) 336-3500 to complete a criminal background check, issued by the State Bureau of Identification (BCI), dated within 30 days of the application, showing the criminal history, if any, of the applicant. This must be done for the responsible party and each solicitor.

2

Register your business with the State.

Visit 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 must be done prior to applying for a county business license.

3

Submit a Summit County Business License Application (www.clerk.summitcounty.org). All Solicitor Licenses are considered Commercial Businesses; the 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.



The responsible party and each solicitor must appear in person to receive their ID badge. Each solicitor will have their photo taken and be issued a photo ID badge that permits them to solicit within Summit County. Each solicitor ID badge is \$20.00.

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.