

Checklist For Submitting A Business License Application

A place of business located within LaVerkin City limits that is carried on for the purpose of gain or economic profit, must obtain a business license. If using a name other than your own, you are required to register the Business Name (DBA) with the Department of Commerce. I.E., John Doe - No registration required. JD Mercantile or John Doe Mercantile - Name must be registered. A business is also required to obtain a Federal Identification, and if selling retail goods - a Sales Tax Number.

- □ Contact the City for regulations that may apply to your specific type of business and for zoning restrictions.
- Complete Application in its entirety.
- □ Attach verification that business is registered with the Utah State Department of Commerce, if using a name other than your own for your business.
- □ Attach verification of current Utah State Sales Tax number and/or EIN number.
- Attach any State Licenses where applicable.
- Pay the appropriate licensing fee.
- □ Allow up to 30 days for processing of application.

List of State licensing agencies and phone numbers:

Utah State Department of Commerce:

160 E 300 S Salt Lake City, UT 84101

www.utah.gov Ph. 801-530-6646

Utah State Sales Tax:

210 N 1950 W

800-662-4335

Fax: 801-297-7699

Salt Lake City, UT 84134

www.utah.gov

Or

Washington County Tax office will take State business application documents, but they may not necessarily be filed with the Department of Commerce in a timely fashion.

100 S. 5300 W.

435-251-9520

Fax: 435-251-9529

Hurricane, UT 84737

Special Events Tax Unit	801-297-6303
Utah Alcohol Beverage Control	801-977-6800
Utah Department of Agriculture	801-538-7100
Better Business Bureau	801-892-6009
Utah Department of Workforce Services	866-435-7414
Utah State Health Department	888-222-2542
Utah Department of Professional Licensing	801-530-6628
Washington County Health Department	435-673-3528
Washington County Assessor.	435-634-5703