

## How Do I Obtain a Vineyard Business License?

Thank you for your interest in locating your business in Vineyard. The State of Utah provides a helpful guide to starting a business, which you can find here: <http://www.utah.gov/business/starting.html>

Whether you are starting a commercial or a home-based business, you will find instructions below. Please contact the Town of Vineyard office at (801)226-1929 and ask for Kelly, or email [kellyk@vineyardtown.com](mailto:kellyk@vineyardtown.com) with any business licensing questions.

### **Commercial Businesses**

1. Check with the Planning and Zoning Department to ensure that your business type is permitted in the zone within which your site is located.
2. Register Your Business - Utah's OneStop Business Registration website, found at [osbr.utah.gov](http://osbr.utah.gov), allows you to register your business with the following agencies:

- Utah State Tax Commission
- Utah Labor Commission
- Utah Department of Commerce
- Utah Department of Workforce Services
- Utah Department of Environmental Quality

- a. Register the Business Name - Decide on a name for your business and register it with the Utah State Department of Commerce's OneStop Online Business Registration site: [osbr.utah.gov](http://osbr.utah.gov). A sole proprietor using only his or her complete legal personal name is exempt from registration. Call the Utah Division of Corporations and Commercial Code at 1-877-526-3994.

If your business is a DBA, there is a link to do this online at [www.corporations.utah.gov](http://www.corporations.utah.gov)

- b. Obtain Federal ID#/EIN – You will need to get a Federal Tax ID number, also known as a Federal Employer Identification Number (EIN). If you are a sole proprietor with no employees, your Social Security Number can serve as your Federal Tax ID number. The FEIN is used to identify a business entity. This is a free service offered by the Internal Revenue Service. Go to [www.irs.gov](http://www.irs.gov) to apply for this number, or you may receive this number at the OneStop Online Business Registration site: [osbr.utah.gov](http://osbr.utah.gov)
- c. Acquire State Sales Tax # - You will also be able to do this at the OneStop Online Business Registration site. If you have any questions, you may contact the Utah State Tax Commission at 1-800-662-4335 for assistance, or log onto their website at [www.tax.utah.gov](http://www.tax.utah.gov). You may also apply by mail using Form TC-69, Utah State Business and Tax Registration.

3. When you have completed the registration process, please print the confirmation page and submit it with your Business License Application.
4. If you are a corporation, you will need to include the Articles of Incorporation with your Business License Application.
5. Obtain a copy of your occupational license (if applicable) to include with your Application. The Department of Professional Licensing (DOPL) regulates over 60 occupations and professions. To determine if your occupation, profession, or business is regulated by the Department of Commerce, and DOPL in particular, please see the list here: <http://commerce.utah.gov/whomust.html>
6. If the nature of your business is any of the following, you will need to contact the Utah County Health Department to complete their requirements and obtain the appropriate Permits.
  - Any business that serves and/or makes food or handles unpackaged foods in any way
  - Manufacture of e-liquid
  - Pools or spas that will have public access

- Tattooing or piercing establishments
- Tanning beds open to the public
- Underground storage of gas for public access
- Used oil collection sites

Utah County Health Department  
 151 South University Ave, Provo  
 801-851-7000  
[www.utahcountyhealth.org](http://www.utahcountyhealth.org)

7. If your business is a food truck/mobile food business, please see Ordinance 2015-16 for business licensing information, and call with any questions.
8. Depending on the type of business, you may be required to have a Building and/or Fire inspection. Commercial businesses, and Home-Based Occupations where clients are coming to your home (e.g. child care facilities, preschools, salons) also require an annual Fire Inspection. See the Fire Inspection Letter for information on how to arrange a fire inspection.
9. Fill out the Business License Application and bring it to the Town office along with the appropriate documents and fee.
 

Required documents:

  - Business License Application
  - Fire Inspection Letter
  - TSSD Pretreatment Survey
  - Alcohol License Application (if applicable)
10. After all inspections have been completed and the application has been approved, the Town Recorder will issue the Business License.

### **Home-Based Occupations**

1. Check with the Table of Allowed Uses for the Residential Zoning District in the Town of Vineyard Zoning Ordinance, available on this site under Planning and Zoning - Zoning Ordinance - Chapter 32 Table of Uses.
2. Then contact our Planning and Zoning Department to find out what permits may be required for your business type.
3. Register Your Business - Utah's OneStop Business Registration website, found at [osbr.utah.gov](http://osbr.utah.gov), allows you to register your business with the following agencies:
  - Utah State Tax Commission
  - Utah Labor Commission
  - Utah Department of Commerce
  - Utah Department of Workforce Services
  - Utah Department of Environmental Quality

If your business is a DBA, there is a link to do this online at [www.corporations.utah.gov](http://www.corporations.utah.gov).
4. When you have completed the registration process, please print the confirmation page and submit it with your Business License Application.
5. If you are a corporation, you will need to include the Articles of Incorporation with your Business License Application.
6. Obtain a copy of your occupational license (if applicable) to include with your Application.

7. Depending on the type of business, you may be required to have a Building and/or Fire inspection. Home-Based Occupations where clients are coming to your home (e.g. child care facilities, preschools, salons) also require an annual fire inspection. See the Fire Inspection Letter for information on how to arrange a fire inspection.
8. Complete and submit the following to the Town office, along with the Home-Based Occupation Business License fee:
  - Business License Application
  - Home Occupation Business License Requirements form
  - Fire Inspection Letter (if Home-Based Child Care or Preschool)
9. After all inspections have been completed and the application has been approved, the Town Recorder will issue the Business License.