



23 East Center Street
Kaysville, UT 84037
Phone: (801)546-1241

YOU CAN NOW APPLY FOR YOUR LICENSE ONLINE!
Visit: www.kaysvillecity.com/183/business-licensing to apply

TEMPORARY MERCHANTS

This is for a business that is temporary or seasonal in nature. Temporary merchants and food trucks can only be located within commercially zoned areas. It is unlawful for any person to conduct business for a temporary merchant or food truck without first securing a business license therefore. Temporary business licenses are good for not more than 180 days, with the exception of food trucks. *Please note that if you would like to do business in more than one location within the city, you will need to obtain a business license for **each** location.*

To apply for a license you will first need to register your business name with the Utah Department of Commerce (<http://commerce.utah.gov/>) and obtain a temporary tax number. For a temporary tax number you can call the Department of Commerce Special Events Unit at: (801) 297-6303.

When you submit your business license application you will also need to submit a site plan for your proposed business indicating where you will set up your temporary business, and also indicating off-street parking. If you will be using electricity, we will need to know how you will be providing it to your location. The Zoning Administrator and Fire Chief will then look at the proposed site and see if it will work with zoning, city, and fire code regulations.

You will also need to submit a letter from the property owner giving permission to use their property.

Fireworks stands are required to have a fire inspection once your stand, tent or trailer is in place. To schedule a fire inspection, please call the Kaysville Fire Department at 801-544-2826. Also required is an insurance certificate showing coverage of public liability, product liability, and property damage in favor of the applicant, and designating the City as an additional insured in the amount of \$500,000 per occurrence.

If your business involves any food product you will be required to have an inspection from the Davis County Health Department. A copy of this inspection or your issued permit will need to be submitted to our office before a license can be issued.

The Temporary Merchant business license fees include a license set-up fee, a business license fee, and a refundable bond. The bond will be refunded to you once your business has finished, vacated the site and the Zoning Administrator has conducted an inspection to see that everything has been restored to its previous state.

Business License Checklist:

- Register business name with the State of Utah Department of Commerce
- Sales tax number (Call (801) 297-6303 to obtain.)
- Business license set-up fee (This is a one-time fee of \$15.00.)
- Fill out business license application and pay for the business license fee(s) in the amount of:
 - \$100 – Temporary Merchant
 - \$100 – Refundable Bond
 - \$350 – Fireworks Stand
 - \$300 – Fireworks Stand Refundable Bond
- Site plan
- Letter from property owner
- Insurance Certificate (fireworks stands)
- Davis County Health Department Inspection or Permit (if selling food)
- Kaysville City Fire Inspection (if required)

***If you should have any questions, feel free to call the City Business License Officer at (801)546-1241.**



TEMPORARY MERCHANT/FIREWORKS LICENSE

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Phone: 801-546-1241
www.kaysvillecity.com

It shall be unlawful for any person to engage in business within the City without first obtaining a license for doing so, and it shall be unlawful to continue in business without maintaining a valid license. (Kaysville City Municipal Code, Title 16)

THIS APPLICATION IS NOT A LICENSE!

FOR OFFICE USE

Date of Application: _____

Business License No.: _____

Business Code: _____

Bus. Act. Descrip. _____

BUSINESS INFORMATION

Your business must be registered with the State of Utah before your application can be processed.

State Registration # _____ - Corporation Partnership Limited Liability Co. Sole-Proprietor
(NOT EIN or FEIN #)

State Sales Tax # _____ - **STC**

Applications must be completed within thirty (30) days. Any application not completed within this time frame, will require repayment of fees and re-application.

Name of Business: _____ Business Phone: _____

Physical Location: _____
(Street) _____ (City) _____ (Zip) _____
Kaysville

Name of Existing Primary Merchant Business at this location: _____

Business Mailing Address: _____
(Street) _____ (City) _____ (Zip) _____

Business E-Mail Address: _____ Business Website: _____

Description of Business: _____

Describe Portable Stand/Tent/Trailer/Truck: _____

Describe Any Outdoor Storage: _____

How will you be using and providing electricity? _____

Describe any signage you plan to use (All signs must meet KCC 17-33. Off-site signs are not permitted): _____

Will any of the following be a part of the business? (Please circle):

- Fireworks Sales Yes No
- Beer/Liquor Sales Yes No
- Balloon Signs (Requires a Conditional Use Permit) Yes No

BUSINESS OWNER INFORMATION

Owner's Name: _____

Home Address: _____
(Street) _____ (City) _____ (State) _____ (Zip) _____

Home Phone: _____ Work Phone: _____ Birth Date: _____

Emergency Contact Name: _____ Phone: _____

Secondary Emergency Contact Name: _____ Phone: _____

This form is an application for a business license. The receipt for payment of license fees thereof does not constitute being approved to operate a business. The actual license will be issued only when all inspections are completed and signed off by the various City departments and approval is given by the Business License Officer. To open or operate a business without final approval is a Class B Misdemeanor and punishable by law.

Compliance Questions and Statements:

ALL VENDORS must comply with the following:

- Vendors shall not conduct business in areas other than the approved location(s).
- Vendors must obtain permission from the property owner prior to conducting any business on said property. The temporary merchant must exhibit to the City written permission from the property owner or person in control of the property on which the temporary merchant will locate and operate said business.
- No structure or temporary signage shall be located in clear view areas.
- No temporary merchant shall use any excessively noisy device to attract attention to his/her wares. The temporary merchant shall not shout or call his/her wares in a loud, boisterous manner.
- All conveyances and receptacles used by the temporary merchant to carry foodstuffs or other edibles shall be kept in a clean and sanitary condition and foodstuffs and other edibles shall be protected from dirt, dust, insects or other contamination. All State and Davis County food handler requirements must be met and a food handler permit from Davis County must be obtained.
- No temporary merchant shall stand or allow his/her booth, stand or vehicle to locate upon any public way without receiving prior City approval. The temporary merchant's stand, booth, cart or vehicle must be so located so as to provide adequate parking for his/her customers off the traveled portion of the street and to prevent congestion on public ways.
- The temporary merchant's stand, booth, cart or vehicle must be removed from its approved location within fourteen (14) days from the day selling or offering for sale goods, wares, merchandise, food or refreshment stops.
- The temporary use is not materially detrimental to the public health, safety, or welfare, nor injurious to property or improvements in the immediate vicinity of the use.
- A copy of an approved business license shall be kept at the business at all times.
- All temporary merchants shall be subject to all applicable rules and regulations of the City.

I, the undersigned, do hereby verify, under penalty of perjury, that I have read the above provisions pertaining to Temporary Merchants, understand them and agree to comply with them. I also agree that failure to comply with said ordinances may result in termination of the home occupation business license.

I am aware that this application does not authorize conducting business until approved by Kaysville City Corporation and the business license is in my possession. I also agree to conduct said business strictly in accordance with the laws and ordinances covering such business, and swear under penalty of law, the information contained herein is true. No other type of business will be conducted other than what has been stated on the reverse side of this form.

The granting of this license does not give the applicant the authority to violate or cancel the provisions of any other regulations applicable to the property for which this license is valid. Such regulations may include, but are not limited to, easements, restrictive covenants, architectural review, and agreements. It is the applicant's responsibility to assure compliance with said regulations.

Signature: _____ Title: _____

Date: _____

BUSINESS LICENSE FEES

Make all checks payable to Kaysville City. Cash or credit card payments are also accepted. Food Truck Licenses can be renewed yearly from the date the license was issued. Responsibility of renewal is that of the licensee. Failure to receive renewal notice does not excuse this responsibility. Should the license not be renewed within thirty (30) days, the Food Truck License will be revoked.

A modification fee of \$10.00 will be charged for any business license that has a change. A change in ownership or location requires reapplying for a business license and paying all fees.

For Official Use Only

License Fees (Fees are NOT prorated)	
Set Up Fee:	\$ <u>15.00</u>
Food Truck:	\$ _____
Total Fees:	\$ _____

Approvals:

Zoning Administrator: _____ Date: _____

Fire Dept: _____ Date: _____

Health Dept: _____ Date: _____

Police Dept: _____ Date: _____

Zoning Administrator

License List

Fire Marshall

Health Department

Web Site

Mailed _____



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801-546-1241

COMMERCIAL PROPERTY PERMISSION FORM

FOR TEMPORARY USE BUSINESSES LOCATED ON COMMERCIAL PROPERTY

(Property Address)

On this date _____ I, _____, the
(MM/DD/YYYY) (Your Name)

_____ of the listed address give my permission for
(Indicate Title: Owner, Manager, Authorized Agent, etc.)

_____ of _____
(Name of Applicant) (Name of Business)

to conduct his/her business at the above listed location in Kaysville, Utah.

I understand that the business must comply with all Kaysville City ordinances pertaining to the operation of a Temporary Use business, including obtaining and maintaining a current City business license. My permission does not grant the business applicant the right to violate any portion of these ordinances. I understand that Kaysville City is not responsible for enforcing any agreements between the applicant and myself.

This approval form is valid from _____ to _____.
(MM/DD/YYYY) (MM/DD/YYYY)

Owner/Authorized Agent Signature: _____

Owner/Authorized Agent Printed Name: _____

Owner/Authorized Agent Mailing Address: _____

City, State, Zip: _____

Owner/Authorized Agent E-mail: _____

Owner/Authorized Agent Contact Phone #: _____