



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

FOOD TRUCKS

This is for a businesses that are qualified as a Food Truck per Utah Code 11-55. Food trucks can only be licensed within commercially zoned areas. It is unlawful for any person to conduct business of a food truck without first securing a business license therefore. A Kaysville City Business License is not required for a food truck if the food truck meets the following criteria:

- The food truck will be operating at a private event (not open to the public) which takes on private property. Or
- The food truck operator has a business license from any political subdivision within the State; AND is operating at an event that has an approved Kaysville City Special Event Permit.

Food truck business licenses are good for a year, and can be issued for multiple approved locations under one license.

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 or a sales tax number. For these you can call the Department of Commerce Special Events Unit at: (801) 297-6303.

While a letter from the property owner is not required as part of the license application, understand that you will need to obtain permission from the property owner prior to conducting business on private property.

A copy of your current health department food truck permit from a local health department is required as part of your application, as well as a copy of a current approval of the food truck showing it passed a fire safety inspection.

The Food Truck business license fees include a license set-up fee and a business license fee.

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 in the amount of \$100.
- _____ Local Health Department Inspection or Permit
- _____ Fire Safety Approval

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



FOOD TRUCK LICENSE APPLICATION

23 East Center Street,
Kaysville, Utah 84037
Phone: 801-546-1241
www.kaysvillecity.com

FOR OFFICE USE

Date of Application: _____

Business License No.: _____

Business Code: _____

Bus. Act. Descrip. _____

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!

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(s): _____ Kaysville
(Street) (City) (Zip)

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.
- 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 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: | \$ 15.00 |
| Food Truck: | \$ 100.00 |
| Total Fees: | \$ 115.00 |

| | |
|--|-------------------|
| Approvals: | |
| <input type="checkbox"/> Zoning Administrator: | _____ Date: _____ |
| <input type="checkbox"/> Fire Dept: | _____ Date: _____ |
| <input type="checkbox"/> Health Dept: | _____ Date: _____ |
| <input type="checkbox"/> Police Dept: | _____ Date: _____ |

| |
|---|
| <input type="checkbox"/> Zoning Administrator |
| <input type="checkbox"/> License List |
| <input type="checkbox"/> Fire Marshall |
| <input type="checkbox"/> Health Department |
| <input type="checkbox"/> Web Site |
| <input type="checkbox"/> Mailed _____ |