**How To Apply For A Hildale City Business License**

**Congratulations on your new business!**

**Topics that will be covered:**

* The steps and process of obtaining a Hildale City Business license
* What registrations are needed before starting the process and where to get them
* All required inspections/documents needed for specific types of businesses
* The process after submitting the application for a Hildale City Business License

**Step 1**

**Obtain Appropriate Business Registrations**

Before applying for a Hildale City Business License, you must first have the appropriate registrations based on type of business. Review registrations below to see which are applicable to your business.

* Utah Department of Commerce to obtain your business name registration.
  + (801) 530-6701
  + [www.commerce.utah.gov](http://www.commerce.utah.gov)
* Utah State Tax Commission to obtain your sales tax number (a sales tax number may not be required if your business does not sell anything.
  + (800) 662-4335 or (801) 297-2200
  + [www.tax.ex.state.ut.us](http://www.tax.ex.state.ut.us)
* Federal ID Number (EIN) must file with the IRS. If you are a sole proprietor, you may not need this number.
  + (800) 829-4933
  + [www.irs.gov](http://www.irs.gov)
* Department for Professional Licensing (DOPL) for occupations regulated by the State of Utah: for example, contractors, doctors, nurses etc.
  + (866) 538-9299
  + www.dopl.utah.gov
* Southwest Utah Public Health Department if you are preparing any food and/or drinks, applying permanent cosmetics or tattoos.
  + (435) 986-2584
* Utah State Department of Agriculture if you are selling any produce, baked goods, plants and nursery related items.
  + (801) 538-7124
* State Child Care Licensing for any facilities that care for children.
  + (800) 894-2588 or (801) 538-9299

**Step 2**

**Create Site Map (if applicable)**

If your business is for short or long term rentals, you MUST have an external and internal site map submitted. These site maps will be kept on file for 911 dispatch if emergency response is needed. 911 dispatch also requires the address and/or suite # clearly posted on the property. Site maps can be drawn, digital and/or include photos in an organized document.

**External Site Map must include:**

* The best driving entrance clearly marked along the access street
* The location of each unit clearly illustrated along with the best access doors to each rental

**Internal Site Map must include:**

* Clear illustration of the rooms, hallways, windows and doors of each unit.
* Clear illustration on what the main residence is and what the rental space is, if applicable.

**Step 3**

**Check The Zoning Map**

You must check the zoning map to confirm your business if appropriately zoned. If it's not, there is an application to request a change. Watch the video below for more information on zoning

* Check the zoning map here
  + [ZoningDistrictsViewer](https://webapps.cloudsmartgis.com/ClientRelated/Utah/WashingtonCounty/Hildale/ZoningDistrictsViewer/)

**Step 4**

**Submit The Application**

You can find the application here

* [Business\_license\_application\_2022.pdf](https://www.hildalecity.com/sites/default/files/fileattachments/administration/page/2428/business_license_application_2022.pdf)

After you print and fill out the application, bring the following items to the Hildale City Office (or call and scan in documents/pay over the phone)

**What to bring with you:**

* Filled out application form
* Copy of your driver's license
* $40.00 for the non-refundable processing fee
* Food Trucks MUST receive a fire inspection (contact fire department directly)
* Site Map (if applicable)

**Step 5**

**The Process After Submitting**

Your business license will go through the following departments for approval:

* Public Works
* Zoning
* Fire Department
* Building Department
* 911 Dispatch

If for any reason your business is found non-compliant, there will be options mailed to you. If you are able to become compliant, you can resubmit your business license application again.

It may take up to 30 days to receive a decision for your application. If any additional information is needed, correspondence will be sent to the email provided on the application.

**Thank you for your application! Please contact the Hildale City office with any questions.**

**320 East Newel Avenue. PO Box 840490. (435) 874-2323.** [**Recorder@hildalecity.com**](mailto:Recorder@hildalecity.com)