



REQUIRED BUSINESS LICENSE DOCUMENTS



EIN EMPLOYER IDENTIFICATION NUMBER

Weber County **DOES NOT** accept SSN for Business License Applications. You must provide an EIN and the accompanying paperwork as proof.

Apply for an EIN here:

<https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number>



Proof of Legal Registered Name with Utah Department of Commerce.

-Certificate of Existence

-Registration with Utah Division of Corporations & Commercial Code. Resources available here:

<https://commerce.utah.gov/corporations/>



SELLING GOODS/PRODUCTS? SHORT TERM RENTAL?

-Utah State Tax ID # documentation

-Transient Room Tax ID # documentation-STR ONLY

Resources available here:

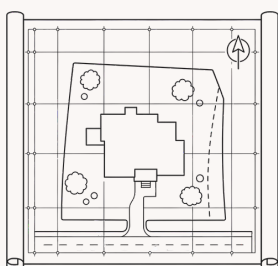
<https://tax.utah.gov/>



Description of Business.

Scope of Services Offered. Number of Employees. Hours of Operation. Visiting Clientele? What goods, if any, are sold?

****Copy of any State mandated Licenses should also be uploaded with application.****



SITE PLAN to INCLUDE:

Property boundaries, location of structures, access to business location, designated parking spaces, business entrance/exit locations.

If business is manufacturing or commercial "Design Review" will be required prior to business license application