



**BUSINESS INFORMATION**

Business Status (check all that apply): <input type="checkbox"/> New Business <input type="checkbox"/> Location Change <input type="checkbox"/> Name Change <input type="checkbox"/> Ownership Change			
Business Name:			
Business Address:			
City:	State:	ZIP Code:	Local Business Phone:
Mailing Address:			
City:	State:	ZIP Code:	Corporate Business Phone:
Business Email:		Business Website:	

**BUSINESS DESCRIPTION**

Nature of Business: <input type="checkbox"/> Manufacturing <input type="checkbox"/> Retail <input type="checkbox"/> Services <input type="checkbox"/> Food Service (include copy of Utah County Health Permit) <input type="checkbox"/> Wholesale <input type="checkbox"/> Mobile Vendor <input type="checkbox"/> Other: _____
Describe your business and how the property will be used. Please be specific.
Will any of the following be a part of the business? <input type="checkbox"/> Beer or Liquor Sales (If yes, you will need a Vineyard Alcohol License.) <input type="checkbox"/> Door-to-Door Sales (If yes, you will need a Vineyard Solicitor's License.) <input type="checkbox"/> Mobile Food (Food Truck) If yes, see the Food Truck Packet for more information. <input type="checkbox"/> E-liquid Manufacturing, Tobacco, ENDS, E-cigarette and/or Paraphernalia Sales (If yes, you will need a State Tobacco License.)
Will your business produce, store, or use significant quantities of any toxic, explosive, or dangerous chemicals, liquids, or materials? <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of employees at the location: _____ (if you are the owner, do not count yourself.)
Will you be holding a Grand Opening? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the estimated date of the event: _____ Would you like this event promoted on the Vineyard Facebook page? <input type="checkbox"/> Yes <input type="checkbox"/> No
In accordance with Vineyard Municipal Code, any towing or parking enforcement company that you contract with must be certified by the city. Do you intend to contract for towing/parking enforcement services? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you already have a contract with a towing company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach name and contact information to this Application. Vineyard staff will verify that the business has a Towing/Parking Enforcement Certificate.

**OWNER AND MANAGER INFORMATION**

Business Owner:	
Phone:	Email:
Business Manager:	
Phone:	Email:

## FEDERAL AND STATE INFORMATION

State numbers can be obtained by logging on to <a href="http://osbr.utah.gov">osbr.utah.gov</a> (OneStop Business Registration). The OneStop Business Registration application will notify you if you need to obtain a federal Employer Identification Number (EIN). To apply for an EIN, go to <a href="https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers-eins">https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers-eins</a> . All entities other than an individual/sole proprietor will need an EIN. All employers, including an individual/sole proprietor, will need an EIN. If you are a sole proprietor with no employees, write N/A.		
State Registration: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability (LLC) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> DBA		
State Sales Tax #:	EIN:	
State Business Registration/Entity Number:		
State License/DOPL Type (if any):	Number:	Expires:
Federal License Type (if any):	Number:	Expires:

## LICENSE AND FEE INFORMATION

License Period is January 1st through December 31st. License renewals are due December 31st. Complete applications received after July 1st will be charged half the annual fee.	
TYPE OF BUSINESS	ANNUAL LICENSE FEE
Industrial, Manufacturing, & Distribution	\$250
Restaurant/Food Related	\$190
Retail	\$215
Service Related	\$75
Mobile Food Business	\$25 per food truck
Itinerant Merchant (90-day maximum)	\$30
Solicitor (submit Solicitor Registration Application)	\$30

## ADDITIONAL REQUIREMENTS

In addition to this Application, please submit the following to Vineyard:

- TSSD Pretreatment Survey
- Copy of any necessary federal, state or county permit or license

A fire inspection is also required. Please see the Fire Inspection Letter for information on how to schedule the inspection.

I understand that prior to installing any sign for my business, I am required to obtain a Sign Permit from the Vineyard Building Department. (please initial) \_\_\_\_\_

By signing below, I certify that the information contained herein is true and correct. I understand that business shall not commence at this location without first obtaining a business license, and if needed, inspections by the fire inspector and Utah County Health Officials, which must first be completed and the building approved by these officials for business activities.

\_\_\_\_\_  
Signature of Business Owner

\_\_\_\_\_  
Printed Name of Business Owner

\_\_\_\_\_  
Date

The authority to regulate businesses in Vineyard is provided in the Vineyard Municipal Code Title 5 Business Licenses and Regulations which is available for review online at [www.vineyardutah.org](http://www.vineyardutah.org).

Revised February 2019

PRETREATMENT SURVEY  
TIMPANOGOS SPECIAL SERVICE DISTRICT  
Required by the District's Rules & Regulations

1. Business Name: \_\_\_\_\_

2. Business Address: \_\_\_\_\_

3. Brief business description, principal products, and services: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Will you discharge wastewater other than domestic waste from showers, restrooms, etc... to sanitary sewer?  Yes  No If yes, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Describe any waste products the facility may generate such as solvents, oils, sludges, and/or any grease/oil/sand/water interceptor wastes. In addition, describe any dry process wastes generated? What is the intended disposal method for the wastes? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Does this business use or intend to use any technology or equipment utilizing water from the culinary water system? Please list: (ie process water, product water, heating water, cooling water, boilers, chillers, antifreeze systems, etc...) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Status of Facility:  Occupied  Vacant

8. Facility Type:  Single Building  Office Complex  Warehouse  
 Shell  Empty Lot (Date of Construction \_\_\_\_\_)

9. Designated Contact:

\_\_\_\_\_  
Name (Type or Print) Signature Date

\_\_\_\_\_  
Title Business Phone Email

**TSSD USE ONLY**

Inspection Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Inspector

\_\_\_\_\_  
Date

THIS PAGE INTENTIONALLY LEFT BLANK



**VINEYARD**  
STAY CONNECTED

## Fire Inspection Letter

125 S Main Street  
Vineyard, UT 84059  
801-226-1929

[www.vineyardutah.org](http://www.vineyardutah.org)

Business License Applicant:

As part of your business license application process, you will need an inspection from Orem Fire Department to insure International Fire Code Compliance. There are several things the Fire Inspector may check. The list below is an example of the common things an Inspector may look for. Because of the various business types and locations of businesses in the City, it would be impossible to list everything that may be required for each business. Feel free to use this list as a guide prior to setting up an appointment for inspection.

- Address on the Building and Visible from the Street.
- Proper Exits from the Building that are Unobstructed.
- No Open Circuit Breaker Spaces in the Electrical Panel.
- Circuit Breakers Need to be Labelled and the Panel Accessible.
- Proper Storage of Oily Rags, Paint and other Hazardous Liquids or Gases.
- 36 inch area around Heaters and Water Heaters are clear of debris and storage items.
- Proper Fire Extinguishers (most are 2A 10BC) (Inspected and Tagged every year)
- Sprinkler Systems (where applicable) (Inspected and Tagged every year)
- Fire Alarm systems (where applicable) (Inspected and Tagged every year)
- Hood Systems (where applicable) (Inspected and Tagged every 6 months)
- Extension cords are not to be used for permanent wiring. When necessary, power strips may be used instead.

The Orem Fire Prevention Bureau looks forward to working with you to make your new business a success. If you have any questions about fire safety, and once you are ready for a final inspection, contact the Orem Fire inspector to set a time for your inspection.

**Fire Inspector Russ Sneddon 801-229-7324**

Thank you for your attention to safety and we wish you well with your new business!