

HOW TO OBTAIN YOUR SUPPORTING DOCUMENTS FOR BUSINESS LICENSE

Verification of your business name:

Website Address: <https://secure.utah.gov/llv/search/index.html>

- Search for your business name
- Click on your name
- Print off the page showing your business is active

Example:

DIVISION OF CORPORATIONS AND COMMERCIAL CODE
BUSINESS SEARCH

EXAMPLE Update this Business

Entity Number: 10000000-0000
Company Type: DBA
Address: 3330 South 1300 East Millcreek, UT 84106
State of Origin:
Registered Agent: EXAMPLE
Registered Agent Address:
3330 South 1300 East
Millcreek, UT 84106 View Management Team

Status: Active Purchase Certificate of Existence

Status: Active as of 11/17/2016
Renew By: 11/30/2019
Status Description: Current
The "Current" status represents that a renewal has been filed, within the most recent renewal period, with the Division of Corporations and Commercial Code.
Employment Verification: [Not Registered with Verify Utah](#)

Sales Tax Number (STC):

If you do not have a copy of your State Tax Certificate from the Utah State Tax Commission, you can login to your account at <https://tap.tax.utah.gov/TaxExpress/#1> and print a copy from the "correspondence" tab. Or if you do not have and online account you can call [801-297-2200](tel:801-297-2200) to request a copy, or go to a Utah State Tax Commission office. List of office locations can be found at <https://tax.utah.gov/contact>.

Example:

UTAH STATE TAX COMMISSION
TAXPAYER SERVICES DIVISION 210 N 1950 W SALT LAKE CITY UT 84134 Website: tax.utah.gov

Sales Tax License and/or Use Tax Certificate of Registration

Account Number: [REDACTED]

This business is registered to make taxable sales from the incorporated city of: **Millcreek**

Outlet: 001 Issued: [REDACTED] Valid until revoked or cancelled. Post in a noticeable place.

This business is authorized to make taxable sales, purchase tax free for resale, collect and remit sales and use taxes in the State of Utah. The authority to engage in business is subject to city and/or county business licensing laws and other rules and regulations. This license may be revoked for violations or failure to comply with these laws, rules and regulations. If this business moves, closes or is sold, you must contact the Tax Commission immediately by calling 801-297-2200 or toll free 1-800-662-4335 and return this license to the Tax Commission for cancellation. This license is NOT transferable.

Your must have "Millcreek" designated on your certificate

Property Owner/Manager Authorization (3rd page of application):

Example:



I (we), _____, hereby state and affirm that I am (we are) the owner(s) of the property described above and pursuant to a concession agreement to be entered into, I (we) will authorize _____ to operate the business described on this form at the property listed above. Pursuant to the concession agreement, I (we) will further allocate this business to use _____ number of the available parking stalls. The total number of parking stalls available on the site is _____.

Dated this _____ day of _____,

You must have the number of parking stall listed.

Property Owner(s) Signature _____

State of Utah)
)
 :ss.
 County of Salt Lake)

On the _____ day of _____, _____, personally appeared before me _____ the signer(s) of the above instrument who duly acknowledged to me they executed same.

Notary Public: _____

My Commission Expires: _____ Residing In: _____

Document must be Notarized

Site Plan:

- The square footage of the designated workspace, and allotted parking must be marked.
- A few options:
 - A satellite snapshot off <https://www.google.com/maps/> of the property
 - A blueprint of the property (example not shown)
 - A sketch of the property (example not shown)
- Commercial Example:



- Home Business Example:



Must match number outlined on Property Owner Authorization