

WEST VALLEY CITY, BUSINESS LICENSING
3600 Constitution Blvd. West Valley City, UT 84119
801 963-3290; Fax: 801 963-3541
TEMPORARY BUSINESS LICENSE APPLICATION

Business Name: _____ Bus. Phone: _____
Mailing Address: _____ EMAIL: _____
Contact Person: _____

Location of Sales Event: _____ Inside Event: ☐ Outside Event:
☐ State Tax #: _____ Federal Tax #: _____ Duration of Sale: _____

Business Owner Name: _____ Soc Sec #: _____ Phone: _____
Home Address: _____ Birth Date: _____
Property Owner Name: _____ Phone: _____
Address: _____

In case of emergency, please contact:

Name: _____ Phone: _____

Sales Event Information:

Proposed Start Date: _____ Proposed End Date: _____

Detailed Description of Sales Event: _____

This application must be completed and submitted to the Business License Division at least 15 days prior to a sales event. A temporary business sponsor must submit a completed application for all participant vendors with their sponsor application.

Business License Requirements: * - if required

1. Submission of a Planning and Zoning Temporary Use Form *.
2. Completed Business License application (this form).
3. Copy of lease agreement with property owner*.
4. Board of Health review and approval*.
5. Building inspection approval*.
6. Payment of fee.

Temporary Business:

X Participant in a Sales Event (under the auspices of a Business Sponsor): \$20.00

Temporary business license fee is included in the vendor fee