



DAGGETT COUNTY

Clerk/Treasurer's Office

95 North 1st West
P.O. BOX 400
Manila, UT 84046

March 5, 2019

Dear Business Owner/Manager

RE: RENEWAL NOTICES

It is time again to renew your business license. The 2019 license cycle will still run from April 1st, 2019 through March 31, 2020. All applications and fees are due on or before **5 pm on Friday March 22, 2019** to be processed and mailed by March 31, 2019. Due to this year's late notification we will work quickly to get these renewal licenses issued quickly. If you cannot remit forms and fees before March 22, 2019 and need proof of licensure between April 1st and the issue date of your new license, please contact our office at the number below for assistance.

Upon receipt of **ALL** business license documents and payments (including annual UPP forms), we will begin the process of issuing your 2019 Business License. Please keep in mind that prior to submitting your application to the County Commission for approval, **ALL** UPP documents need to be received by the county and payments made by May 15 to avoid late fees and revocation of your license.

Please be aware that it is unlawful to operate a business without a license. Any applications received between April 30 and May 15, 2019 will incur a penalty of \$25.00. Applications received after May 15, 2019 will incur a \$50.00 penalty plus interest if UPP has not been paid yet. Penalties and interest do not apply to New Business applications.

Thank you for your business. Please contact us for further assistance.

Sincerely,

Brian Raymond
Daggett County Clerk-Treasurer
435-784-3154

Encl: Daggett County Business License Application

Commissioners:

Jack Lytle, Chair
jlytle@daggettcountry.org
Randy Asay
rasay@daggettcountry.org
Clyde Slaugh
eslaugh@daggettcountry.org
(435) 784-3218

Clerk/Treasurer:

Brian Raymond
(435) 784-3154
braymond@daggettcountry.org

Auditor/Recorder:

Keri Pallesen
(435) 784-3210
kpallesen@daggettcountry.org

Assessor:

Lesla Asay
(435) 784-3222
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Fax Number is (435) 784-3335

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Attorney:

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2019 Business License Application

DAGGETT COUNTY
P.O. BOX 400
MANILA, UTAH 84046
435-784-3154

BUSINESS LICENSE

_____	Single Individual	\$ 25.00
_____	Employer of 1-9	\$ 50.00
_____	Employer of 10 or more	\$ 75.00
_____	*Beer License	\$125.00
<i>(*Please indicate if this is an _____ON-PREMISE or _____OFF-PREMISE location for Beer License)</i>		
_____	Transient Business*	\$150.00
_____	Per Campsite / RV	\$ 3.00
_____	Per Room	\$ 3.00
_____	Late Fee - April 30-May 15, 2019	\$ 25.00
_____	Late Fee- After May 15, 2019	\$ 50.00

TOTAL DUE (Including Late Fees) \$ _____

***Transient business being defined as a business with no permanent place of business or tax sites in Daggett County. Businesses having more than one (1) site of operation or place of business are required to have a separate license and pay applicable fee(s) for each such place of business.**

****Personal Property Affidavits are to be returned to the County Assessor prior to License approval.****

The above information is based on anticipated employees for 2019

_____ Date _____ Signature

(_____ ****I am not planning on doing business in Daggett County during 20__.**)

**If you are not planning on doing business this year, please check above and verify by signing, dating and returning this form.

In the event a business fails to renew a License by **April 30th** of 2019, a late fee of \$25.00 will be collected before issuance of a current license. After **May 15th**, 2019 a late fee of \$50.00 will be collected before issuance of a current license.

THANK YOU!! Please complete separate page 2 of application.

Paid:\$ _____ on _____ Approved _____ License # _____
For office use only

All business licenses can now be paid online at
<http://www.daggettcountry.org>

(MUST Be Completed Before A License Can Be Issued!!)

- 1. Name of Applicant(s) _____
- 2. Address of Applicant(s) _____

- 3. Business Owner _____ Business Contact _____
- 4. Business Name _____
- 5. Business Address (if different) _____

- 6. Name of Corporation _____
- 7. Business Telephone Number _____
- 8. Home Telephone Number _____
- 10. Business is Located In Existing Building
 New Building
 Residence (Home Occupation)
- 11. If Business is Located in a Building has zoning been Approved?
 Yes No
- 12. Business Outlet Located Within Daggett County
 Outside Daggett County
- 13. Utah State Sales Tax Number _____
- 14. State/Federal License Number (i.e. River Guide/Lake Guide/Contractor/Realtor) _____
- 15. If Business Outlet is Located Outside Daggett County is Daggett County Listed as an Additional Outlet on Sales Tax Returns? Yes No
- 16. Type of Business Activity _____
- 16a. If you are a Fishing Guide (River and/or Lake) or Shuttle Driver, enter the business(es) for whom you work, please include USFS permit holder:

- 17. Number of Full Time Employees _____
- 18. Number of Part Time Employees _____
- 19. Number of Campsites (if applicable) _____
- 20. Number of Rooms (if applicable) _____
- 21. Do You Use Contract Labor? Yes No
- 22. If Contract Labor is Used, A List of Names and Addresses Must Be Included with This Application.

* #15. If you checked NO, you are considered a Transient Business and should include the appropriate fees.
* #19 & #20 appropriate fees should be included.

I hereby certify that myself and my business are in full compliance with all State, Federal, and Local Laws and Ordinances and that all taxes and fee payments are current.

Signature of Applicants(s) _____ Title _____
_____ Title _____
Date Signed: _____