



PROCEDURE FOR LICENSING AN ITINERANT MERCHANT,
DOOR TO DOOR SOLICITOR, OR RETAIL PARKING LOT SALE.

10000 S. Centennial Pkwy. | Sandy, UT 84070

o: 801.568.7252 | f: 801.568-7268

buslic@sandy.utah.gov

1. Prior to filing the application, you should contact the license office for clarification of the availability of dates for your event. Commercial parking lots generally have a limited number days per year, that all temporary uses will share.
2. Submit verification that your business is registered with the Utah Department of Commerce. If you still need to register your business, that department may be reached at (801) 530-4849. The Utah Department of Commerce is located at the Heber M. Wells building at 160 East 300 South in Salt Lake City.
3. Submit a temporary State sales tax or Special Event Tax ID number (even if you are already in possession of a permanent sales tax number...it is probably assigned to another location). The State Tax Commission is located at 210 North 1950 West, or they may be reached at phone number (801) 297-6303.
4. Please complete the enclosed application allowing at least 10 working days before the sales event, at 10000 Centennial Parkway, Suite 210. **Applications filed less than 10 working days prior to the event may need to reschedule the event to allow for processing.** Incomplete applications will not be processed, so if you have any questions regarding any required document or the application, please contact this office at (801) 568-7252 and we will be glad to assist.
5. Most business being conducted from a fixed location and using a power source or serving food, will require on-site inspections. Please contact the license office to see if your business requires any or all inspections indicated below. To schedule any required inspections, or inquire about codes or standards, please contact the following:

Building Dept: 801.568.7251

Fire Dept: 801.568.2938

Health Dept: 385.468.3845 (food)

6. Additional items that need to accompany the application are:
 - a) A cash bond for \$1,000 required for businesses at a fixed location; performance bond for retail sales of goods or services and clean up.
 - b) A letter of permission from the property owner
 - c) BCI Criminal History Report required for any business where the sales, services or activities are focused and directed to minors or vulnerable adults. Bureau of Criminal Identification is located at 3888 West 5400 South, Salt Lake City, UT 84114. Or you may reach BCI at (801) 965-4445. Most recently, the license office has been notified that the fee is \$25 to obtain a criminal history report. Each application must submit the original document, The original document will be returned.
 - d) For businesses at a fixed location, you will need to submit a sketch of the property indicating your location, ingress and egress for vehicles, and location for the power source if you are using a power source.
 - e) Any business utilizing a tent or awning that is 400 sq ft or greater is subject to Fire Dept. 'tent inspections' and associated fees, according to the International Fire Code. *Form updated 4/2018*



Sandy City
Temporary Business License Application
Itinerant Merchant, Door to Door Solicitor, Parking Lot Sales

Date Received _____		
Sales Tax # _____	Acct. # _____	

Today's Date _____

Business Name _____ Bus Phone No _____

Location of Sales _____

Home Office / Base Address _____ City/State _____ Zip _____

Mailing Address _____ City/State _____ Zip _____

Applicant Name (First, Middle, Last) _____ Alt Phone. _____

Residence _____ City/State _____ Zip _____

Driver License # _____ State _____ Date of Birth _____

Note: All persons conducting business where sales and services are made to minor will need to submit a current BCI report. See item 6 (c) on front page for instructions and general information.

Nature of Business _____

Business Hours _____ Dates of operation, from _____ to _____

This application is subject to approval of the Sandy City Police Department, the Community Development Department, Building Department, Fire Department, County Health Department, and/or Department of Agriculture. A license cannot be issued until all applicable departments have provided a recommendation to approve the license application. If a license is not obtained prior to commencing business, you may be subject to a double license fee penalty and any other penalties as prescribed by law.

"I do hereby agree to conduct business in accordance with any and all ordinances pertaining to the operations of a temporary business being conducted within the Corporate limits of Sandy City."

Signature of Applicant _____ Date _____

Fees:	Regulatory Rate:	\$150.00	\$ 150.00 _____
	Disproportionate Fee (if applicable)	\$263.00	\$ _____
	Per Employee: # _____ X	\$ 11.00	\$ _____
	Tent Inspection/Fire Fee (if applicable)		\$ 50.00 _____
	\$1,000 Bond (if applicable)		Y / N
	Total		\$ _____

Office Use:	Police Department: _____	Cleared _____	Notes:
	Admin. Svcs: _____	Cleared _____	
	Building Inspections: _____	Cleared _____	
	Fire Department: _____	Cleared _____	
	Planning & Zoning: _____	Cleared _____	
	Health Department _____	Cleared _____	
	Dept. of Agriculture _____	Cleared _____	



SANDY CITY CORPORATION

Important:

You are not authorized to open or to begin conducting business until a license certificate has been issued from this office. Inspectors are authorized to inspect for their department only and approval from an inspection does not constitute approval of the license application.

The Temporary License Certificate will be issued upon completion and compliance with the entire process.

Should business commence prior to the issuance of the License Certificate, such operation will be in direct violation of the Business License Ordinance and will be subject to a double license fee penalty and/or other Class B Misdemeanor penalties as prescribed by law.

I do hereby acknowledge that I must receive approval and complete the entire license application process before a license can be issued. If I conduct business without a license, I may be subject to penalties as described above.

Applicant Signature _____ Date _____