

Wallsburg Town

Mayor: Celeni Richins Council: Scott Larsen Terri Eisel Mary Piscitelli Troy Thompson

Wallsburg Town Business License Application and Renewal

Dear Wallsburg Town Resident,

It's that time of year again! If you own or operate a business in Wallsburg Town limits, please fill out the business license application on the back of this letter and return to the Wallsburg Town Clerk at your earliest convenience.

All business licenses are effective January 1st and expire December 31st of each year. Businesses shall be operated in compliance with the Wallsburg Town General Plan. Business licenses may be revoked or denied upon failure of the owner to maintain the business in accordance to requirements set forth by the Wallsburg Town General Plan.

If you have an existing business license with Wallsburg Town from a previous year, the most recent copy of your application (and information on file) is included on the back of this letter. Please review and update any information that has changed (mailing address, phone or email changes, license expiration dates, etc) and return to the Wallsburg Town Clerk at your earliest Convenience.

Upon receipt of a completed and signed application and associated payment, your business license will be processed and mailed to you at the address provided.

- I do not have a current business license and have filled out the blank application
- I have a current business license, have reviewed my information on file, and do not have any changes or updates to make
- I have a current business license, have reviewed my information on file, and have the following changes or updates to make:

Applicant Signature: _____ Date: _____

Received By: _____ Date: _____

Sincerely,

Wallsburg Town Mayor and Council

Wallsburg Town Clerk Contact Information
 Email: WallsburgTownClerk@gmail.com
 Mail: Wallsburg Town
 PO Box 52
 Wallsburg, Utah 84082



Wallsburg Town
70 West Main Canyon Road
P.O. Box 52
Wallsburg, Utah 84082

Clerk Use Only:

Business License #: _____

Date Of Application : _____

Fee Paid: _____ Date Paid: _____

Application For Wallsburg Town Business License

Business Name: _____ Phone Number: _____

Business Address: _____ City, State, Zip: _____

Business Mailing Address: _____ City, State, Zip: _____

Email Address: _____ Fax Number: _____

Type Of Business:

- Small Business \$50 Per year
(less than 5 employees)
- Commercial Business \$100 Per Year
(Off Site Location, Warehouse, Workshop, Store Front, etc)

Description Of Business: _____

Number Of Employees: _____

Business Owner: _____ Phone Number: _____

Owner Address: _____ City, State, Zip: _____

Business Hours: _____ am/pm to _____ am/pm Days Of Week: _____

Business EIN or SSN Number: _____

State Sales Tax Number: _____ (If Applicable)

Utah State License Number: _____ (Licensed Applicants Only)

Type Of License: _____ Expiration Date: _____

All business licenses are effective January 1st and expire December 31st of each year.
New applications and renewal fees should be processed and paid prior to December 31st.
If fees are not paid within 30 days of invoice, business must reapply.

All businesses shall be operated in compliance with the Wallsburg Town General Plan.
Upon approval of a business application, a license will be issued once payment of fees has been processed.
Business licenses may be revoked or denied upon failure of the owner to maintain the business in accordance to requirements set forth by the Wallsburg Town General Plan.

It is the responsibility of the business owner to notify Wallsburg Town if they have an address or other contact information change and/or close their business.

Applicant Signature: _____ Date: _____

Received By: _____ Date: _____

Notes/Conditions Of Approval: _____
