



TOWN OF LEEDS  
218 NORTH MAIN STREET  
PO BOX 460879  
LEEDS, UT 84746-0879  
PHONE: 435-879-2447

It is time to renew your business license if you will be operating a business in Leeds in 2017. Doing so requires:

1. Completing a Business License Application, available on the Town website at [www.leadstown.org](http://www.leadstown.org) under "Forms", then "Licenses" (if necessary, a printed copy may be picked up at Town Hall during regular Town Hall business hours)
2. Submitting the completed Application, along with all required attachments (if any) no later than February 1, 2017 to the Town Clerk/Recorder
3. Accompanying the Application with a check for the license fee of \$50.00 made payable to "Town of Leeds"

Any business preparing food must have a Permit to Operate and/or annual Health Permit from the Southwest Public Health Department. You may contact them at 986-2580. Any Health Department requirements must be met prior to the Town issuing a business license.

Contractors and other state licensees, such as cosmetology or barbering, among others, must submit a copy of their current State License along with their Business License Application.

Please remember all business licenses are \$50.00 and the deadline is February 1, 2017. Beginning February 2, 2017 there will be a late fee of \$5.00 in addition to License Fee. Doing business without a license is a Class B Misdemeanor.

You can renew your business license at Town Hall on Monday through Thursday, from 9:00 a.m. to 4:00 p.m. Remember to check our website - [www.leadstown.org](http://www.leadstown.org) and note Leeds Businesses listed under "Community", then "Local Businesses". If you would like your business listed, please check the appropriate box on the application. If you find errors in your business listing, please notify the Clerk/Recorder by e-mail at [clerk@leadstown.org](mailto:clerk@leadstown.org) or phone 879-2447 to have appropriate corrections made on the site.

**If you are no longer in business, please check the "Business Closed" box on the Application,** and mail it to the Town Hall or call the Town office at 879-2447 and we will remove your name from the business list.

***PLEASE REMEMBER: Late fee of \$5.00 will be charged for business license renewals received after February 1, 2017.***

Sincerely,

Kristi Barker  
Clerk/Recorder, Town of Leeds



Previous License No. \_\_\_\_\_

**FILING FEE: \$50.00 (NON-REFUNDABLE)**

Date \_\_\_\_\_

Received by \_\_\_\_\_

## TOWN OF LEEDS

# 2017 GENERAL BUSINESS LICENSE APPLICATION AND AGREEMENT OF TERMS

*PLEASE REMEMBER THIS IS ONLY AN APPLICATION AND NOT A BUSINESS LICENSE. You will receive your business license from the Town Clerk/Recorder after all necessary information has been provided and is correct and verified.*

Please check applicable box:    New    Renewal (Must still complete form)    Address change

Please check if you are NO LONGER IN BUSINESS:      Date Business was discontinued \_\_\_\_\_

### PLEASE PRINT CLEARLY

#### **Business:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

#### **Owner of Property:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

#### **Applicant:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_



**Description of business and what activity will take place:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Business is:**    Corporation    Sole Proprietorship    Partnership    LLC

**List all owners other than applicant. If a corporation, partnership, or LLC, list other officers, general partners or members.** (\*If New Applicant, or if information has changed from previous year, attach copy of Articles of Incorporation or Articles of Organization & Certificate of Registration.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date of commencing business in Leeds:** \_\_\_\_\_

**Have you registered your business name with the State of Utah?**    Yes    No   (\*if new applicant, attach copy)

**Federal Tax ID:** \_\_\_\_\_ (\*If new applicant, attach copy of IRS form SS-4,)

**Utah Sales Tax Number:** \_\_\_\_\_ (\*If new applicant, attach copy of Sale Tax License from Utah State Tax Commission)

**Is this a food or food preparation business?**    Yes    No   (If yes, attach a copy of Permit to Operate and / or annual Health Permit from Southwest Public Health Department.)

**Is this business required to be licensed by the State?**    Yes    No  
If yes, indicate type and number: \_\_\_\_\_ (Attach Copy of State License)

**Average number of employees:** \_\_\_\_\_      **Days & hours of operation:** \_\_\_\_\_

**Do you want your Business listed on the Leeds Town Website?**    Yes    No



**NOTICE:**

**Applicant's signature indicates agreement to conduct the business in compliance with listed uses, Zoning Ordinance and all Ordinances that are applicable to the type of business being conducted. Any operations exceeding or not in compliance with Town of Leeds Ordinances require application for a Conditional Use Permit and said Permit will not be issued without prior recommendation from Planning Commission and approval from Leeds Town Council per the Land Use Ordinance.**

**FAILURE TO COMPLY WITH THE ABOVE CONDITIONS AND LEEDS ORDINANCES CAN RESULT IN SUSPENSION OR REVOCATION OF YOUR BUSINESS LICENSE AND IS A CLASS "B" MISDEMEANOR.**

**I HAVE READ AND UNDERSTAND, AM IN COMPLIANCE WITH AND WILL REMAIN IN COMPLIANCE WITH THE CONDITIONS OF THE LAND USE ORDINANCE 2008-04**

Print Name \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*I understand that falsifying any information on this form constitutes sufficient cause for rejection or revocation of my business license. I also understand that the Town of Leeds may require additional information as permitted by ordinance, and also agree to supply the requested additional information as part of this form.*

**Authorized Representative**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*"Authorized Representative" shall mean: a) a responsible corporate officer, if the User is a corporation (i.e. a president, secretary-treasurer, or vice-president of the corporation, or the manager of one or more manufacturing, production or operation facilities, with authority to sign documents); b) a general partner or proprietor if the Industrial User is a partnership or proprietorship respectively; or c) a duly authorized representative (written authorization and written change of authorization are required) of the corporation, general partnership or proprietorship.*

**Applicant's signature indicates agreement to conduct the business in compliance with listed uses, Zoning Ordinance and all Ordinances that are applicable to the type of business being conducted.**

**Deadline for filing business license renewal is February 1, 2017. Beginning February 2, 2017, a late charge will be assessed.**

**BUSINESS LICENSE EXPIRES ON December 31, 2017**

**For Town Use Only**

Current Zoning: \_\_\_\_\_

\_\_\_\_\_  
Clerk / Recorder

\_\_\_\_\_  
Date

**For fire inspection, please contact the Hurricane Valley Fire District at 435-635-9562, 202 East State Street, Hurricane, Utah 84737**