



**Town of Alta 2022-2023
Business License Application**

P.O. BOX 8016
ALTA UT 84092-8016

Section 1

Check Box	Description	First App	Second App
<input type="checkbox"/> Cat 1	Hotels with more than 20 guest rooms	\$843.03	\$391.00
<input type="checkbox"/> Cat 2	Hotels with more than 10 and less than 20 guest rooms	\$65.31	\$65.31
<input type="checkbox"/> Cat 3	Lodging with 10 or less guest rooms	\$65.31	\$65.31
Subsection 1A	<u>Transient Room Capacity</u> (definitions of below provided with instructions on reverse) Standard Lodging Units # _____ High-Capacity Lodging Units # _____		
<input type="checkbox"/> Cat 4	Property management, transportation, business and personal service (business within a business or no premises)	\$65.31	\$65.31
<input type="checkbox"/> Cat 5	Retail and general services (generally have their own entrance from	\$92.06	\$92.06
<input type="checkbox"/> Cat 6	outside) Restaurant / cafeteria / bar	\$102.68	\$102.68
<input type="checkbox"/> Cat 7	Day care business	\$65.31	\$65.31
<input type="checkbox"/> Cat 8	Ski lift company	\$3,250.89	\$990.75
<input type="checkbox"/> Cat 9	Temporary (< 8 days, not to exceed 7 consecutive days)	\$50.00	\$50.00
<input type="checkbox"/> Cat 10	Non-profit Dates Requested: From _____ To _____	Exempt	Exempt

Sec 2

New Application Federal Tax # (EIN) _____ State Sales Tax # _____
 Renewal State Entity # _____
*Short Term Rentals - Write In Property Management Company

Section 3

Business Name or DBA _____
 Business Contact _____
 Email _____ Phone _____
 Business Address _____ City, State, Zip _____
 Mailing Address _____ City, State, Zip _____
 Business Description _____

Sec 4

Business Entity Type

Sole Proprietor Other _____
 Partnership LLC
 Corporation

Signature of Applicant _____ **Date** _____
By signing, you agree to the disclaimer on the back of this form.

For Town of Alta use only

License #	Payment Date	Complete
Payment Amount	Payment Method: check, credit card	Sales Tax Compliant
Customer #		

DISCLAIMER: This application is subject to review by the Marshal's Office and Town Clerk, or designee. Business premises may be subject to inspections by the Unified Fire Authority and Planning and Zoning department. Some businesses may require a City/County Health Department authorization to be granted before a license will be issued. I hereby agree to the conditions of this application. I also agree to conduct my business in accordance with Town of Alta Ordinances and any other State Statutes or Federal Laws governing operation of such business.

Application Instructions

Section 1

Select the appropriate Category for your business.

Subsection 1A - REQUIRED for Cat 1, 2, and 3 applications

Subsection 1A Definitions:

- *Standard lodging units: means each bedroom in a hotel, a motel, a bed and breakfast establishment or an inn. It also means each bedroom in a condominium or property used as a residence that is part of a rental pool or regularly rented out for a time period of less than 30 consecutive days.*
- *High-occupancy lodging units: means each bedroom in a hostel or a unit similar to a hostel. A hostel is a supervised, inexpensive lodging place for travelers, especially young travelers.*

Second App: Applicable to any entity applying for more than one business license in the same category.

Section 2

Select either New Application or Renewal.

Federal Tax (EIN #): The Employer Identification Number, also known as the Federal Employer Identification Number or the Federal Tax Identification Number, is a unique nine-digit number assigned by the Internal Revenue Service to business entities operating in the United States for the purposes of identification.

State Entity #: For approval from the Town of Alta, your business must also be registered with the State of Utah. If you do not know your State Entity #, you can search for your business and find the number via this link:

<https://secure.utah.gov/bes/index.html>

State Sales Tax #: This is the number you use to file taxes with the Utah State Tax Commission, obtained by filling out form TC-69. Most often, an 11 digit number with a hyphen separating the final 3 numbers with STC at the end (xxxxxxx-xxx STC).

For more information, visit <https://tax.utah.gov/sales> or refer to [Publication 25](#).

If you are operating a short-term rental, you may need to have your own unique State Sales Tax # unless you rent directly. Please write-in the name of your Property Management Company (examples: Airbnb, Canyon Services, Alta Chalets, etc.)

Section 3

Business Address: Physical location of your business in Alta.

Mailing Address: Preferred mailing address for your business license to be sent to.

Business Description: The nature of the commercial or professional activity you are applying for.

Section 4

Sole Proprietorship: An unincorporated business that has just one owner who pays personal income tax on profits earned from the business.

Partnership: A formal arrangement by two or more parties to manage and operate a business and share its profits.

LLC: A business structure that protects its owners from personal responsibility for its debts or liabilities.

Corporation: A legal entity that is separate and distinct from its owners.

Definitions compiled from <https://www.investopedia.com/financial-term-dictionary-4769738>