



Smithfield City

96 South Main Street
Smithfield, UT 84335
(435) 563-6226

Residential Childcare and Preschool Requirements

1. An official BCI Background Check - 6 Months Current

This can be obtained through the following locations:

Smithfield City Police Department

55 East 100 South

Smithfield, Utah 84335

or

Bureau of Criminal Identification Office

4315 South 2700 West

Taylorsville, Utah 84129

2. Background Disclosure/Waiver and Authorization

The BCI or criminal background check information will be provided to the city, by the application as part of the required information. In addition, the application will sign and notarize the form allowing the city to review the background disclosure report.

3. License and Conditional Use Application Fees

Provide the completed business license and conditional use application, in addition to the required application fees. Provide a copy of the state license if required.

4. Valid Identification

Provide a valid driver's license or legitimate government ID (or ID card issued by any state; valid Passport issued by the US; valid ID issued by a branch of the US Military).

5. Required State Licensing and Fire Inspection

Provide a copy of the state childcare or preschool license if required by state code. All childcare or preschool licenses must be inspected by the local fire department prior to approval.

NOTICE: All information required by the City ordinance must accompany the attached application and be checked at the office of the City Business Licensing Official before 4:00 pm, Monday through Friday for a permit to be issued.



Smithfield City

Business License Application

Business License Application

96 South Main Street

Smithfield, Utah 84335

1 (435) 563.6226

business.license@smithfieldutah.gov

Business Information

Name _____

Physical Address _____

Mailing Address _____

Phone _____

Email/Website _____

Ownership Type

Sole Proprietorship S Corporation Corporation LLC Partnership Limited Partnership

Business Status

New Renewal Temporary

Business Type

Child Care/Preschool Commercial Manufacturing Contractor Home Occupation Institutional

Non Profit Solicitor Food Truck Other

Business Description

Business Owner Information

Name _____

Address _____

Phone _____ Email _____

DL#/State _____ D.O.B _____

Alt. Contact _____ Alt. Contact Phone _____

Property Owner Information

Name _____

Address _____

Phone _____

State/Federal Information

Sales Tax # _____

DBA _____

EIN _____ DOPL License#/Exp. _____

** I certify, under penalty of law, that the information contained in this application for a business license is true and correct, to the best of my knowledge. I further agree to abide by all federal, state and local municipal laws governing such business.*

Applicant Signature

Date



Business Information

If the applicant is not the business/homeowner, this application must be accompanied by a signed, notarized letter from the owner consenting to the application being submitted on their behalf or to the business being conducted in their home.

Business license renewals shall be due annually on or before December 31st. If the license isn't updated and fee paid by January 31st, late fees will be applied.

License fees vary based on business type and will be determined by staff at the time this application is submitted.

Please allow at least seven (7) days for review and processing of the application. For questions email us at business.license@smithfieldutah.gov.

Businesses may be registered with the State of Utah but will still require a city business license found at <https://smithfieldutah.gov/forms>.

If your business requires you to obtain a "sales and use" tax number from the State of Utah, please visit: www.tax.utah.gov to apply for the state tax number. That must be included on this application before it will be processed.

All commercial and manufacturing business licenses and certain home occupational licenses require inspections by the Smithfield Fire Department and Cache County Building Department. You will be notified if your business requires these inspections.

Some businesses require a conditional use permit in addition to the business license. You will be contacted if your business meets the requirements for a conditional use permit.

§5.04.120 Term of License; Renewal, Transfer Prohibited

Unless otherwise expressly provided, the following shall apply to all licenses issued pursuant to this title:

- A. All licenses shall be issued for one year commencing January 1 of any year and expiring December 31 of the same year.
- B. Any license may be renewed within ninety (90) days prior to expiration, without a new application, upon payment of the required fee.
- C. Any license may be suspended or revoked at any time as described in sections SMC 5.04.160 and SMC 5.04.165 of this chapter.
- D. Licenses shall not be transferred. A current license shall not authorize any person other than therein named, to do business or to authorize any other business, trade or profession than is therein named, unless by permission of the governing body. Provided, however, that upon the written consent of the city recorder or other designated representative of the city, a license granted or issued pursuant to this title may be transferred from one place of business to another; provided the licensee remains the same. A transfer fee which has been established in the most current prevailing fee schedule shall be paid for each such transfer.

§5.04.165 Suspension or Revocation; Procedure

The following procedures apply to the suspension or revocation of any license issued under this title:

- A. A license may be suspended without a hearing for a period not exceeding three (3) days based upon the reasonable belief that continued operation of the licensed activity will be in violation of the requirements of this title. A written description of the reason for the suspension shall be delivered to the licensee, or an employee or agent of the licensee, with the order of suspension.
- B. A license may be revoked or denied renewal of an existing business license following a hearing before the governing body. Prior to the revocation of a license or denial of an application to renew a business license, the licensee or applicant shall be given a notice which shall state in substance that the governing body intends to revoke the business license or deny the application to renew, together with the reason or reasons therefor, at a regular or special meeting of the governing body. The notice shall state the date for such hearing which shall be at least ten (10) days and not more than thirty (30) days from the date notice is sent and shall further state the licensee or applicant has a right to appear, to be represented by counsel, to hear the evidence against him/her, to cross examine witnesses and to present evidence as to why the license should not be revoked or the application denied.
- C. A license may be suspended or revoked without a hearing for failure to pay a required fee.



Conditional Use Permit - Non Subdivision

Type	Fee	Type	Fee
<input type="checkbox"/> Commercial Amendment	\$75.00	<input type="checkbox"/> Commercial	\$200.00
<input type="checkbox"/> Home Occupation Disruptive	\$100.00	<input type="checkbox"/> Home Child Care or Preschool	\$150.00
<input type="checkbox"/> R-1 Animal Rights	\$35.00	<input type="checkbox"/> Accessory Apartment*	\$200.00
<input type="checkbox"/> Temporary Structure	\$100.00	<input type="checkbox"/> Non Conforming Use/Structure	\$200.00

If the application is not the business owner, then this application must be accompanied by a notarized statement from the owner consenting to the "Owner Agent Authorization Form." Additionally, documents should be submitted for each application according to the accompanying "Site Plan or Submittal Requirements" chart.

The following "Home Occupation" business types require a fire and/or/building inspection.

- Nail or Hair Salon
- Wood or Metal Working Shop
- Preschool or Day Care Facility

*Accessory apartment applications must be provided by the property owner.

To arrange for a fire inspection, contact the Smithfield City Fire Department. To arrange for a building inspection, contact the Cache County Building Department. A minimum of 24 hour notice is required before the inspection can be conducted.

Owner Information

Name _____

Address _____

Phone _____

Email _____

Owner Information

Name _____

Address _____

Phone _____

Email _____

Parcel Information

Address _____

Size _____ sq. ft. _____ acres Parcel ID _____ Current Zone _____

Property Use _____

Other _____ (indicate distance to nearest residence)

Office Use Only

Date Application Received _____ Date Application Approved _____

Approved Denied



Project Information (attach additional sheets if necessary)

Project Name _____

Project Description _____

*If this application is amending an existing CUP, describe the amendment(s).

Days and Hours of _____ am/pm to _____ am/pm

Business Operation (circle) Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Project Timetable Expected Start Date _____ Expected Finish Date _____

Alcohol Information Will alcohol be served? _____ Yes _____ No

(if "yes") _____ # of fixed seats _____ distance to nearest school

Noise Information Will there be audible noise outside of the boundaries of the property where the business is located?

_____ Yes _____ No

Canal Information Is there a canal crossing the property for which the CUP is being requested? _____ Yes _____ No

(if "yes") Name of the Canal or Irrigation Company _____

Applicant Signature

Brian Boudrero, Planning and Zoning