



Mendon City Corporation

P.O. Box 70
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www.mendoncity.org

2018 Business License Procedures

Important Dates: Business License renewals will be **due May 31, 2018** and will be renewed for a one year period, extending from July 1, 2018 through June 30, 2019.

Fees: The Business License fee is **\$25 per year for all businesses**. An additional fire inspection fee of \$40 is required for all Commercial Businesses, Level II-Home Occupations and daycare/preschool businesses. Additional fees may apply for Level II-Home Occupations as Conditional Use Permits are required. (See Zoning Ordinance 2.18 for home occupation classifications.) There will be a **late fee of \$25 for all renewals received after July 1, 2018**.

Procedures: The renewal application is on the back of this form. All forms are available on mendoncity.org or by emailing pandz@mendoncity.org. Applications and renewals can be submitted by:

- 1) Mail: Mendon City Planning Commission, PO Box 70, Mendon, UT 84325
- 2) Drop Box: Place payment and completed application in a sealed envelope and clearly labeled as "Business License". The drop box is located at the fire station.
- 3) In Person: Bring to the Mendon City Offices during business hours.
- 3) Contact: Jill Pack, P&Z Secretary, at 435-881-6250

New Business Application:

Submit the completed application and the appropriate fee. Plan to attend the next available Planning & Zoning meeting for review of your business license application. The P&Z secretary will contact you regarding meeting date and time.

Renewals:

Level I – Home Occupation:

Submit the completed renewal form, the \$25 fee, and the Fire Department Self-inspection Worksheet. If there have been no changes to your business within the last year, you will not need to attend a P&Z meeting. The renewed business license will be mailed to you prior to July 1st, 2018. (Note: All daycare and preschool providers are required to obtain an annual fire inspection; please include the \$40 fee. You will need to contact Ray Olsen at the Mendon City Fire Department to schedule a fire inspection at mendonfire@gmail.com or 435-752-9195.

Level II – Home Occupation:

Submit the completed renewal form and the \$65 fee (this includes the fire inspection fee). Plan to attend the next available P&Z meeting for the review of your Conditional Use Permit. The P&Z Secretary will contact you regarding meeting date and time. Conditional Use Permits will be reviewed once every two years, unless complaints are submitted, triggering additional action. Following the review of the Conditional Use Permit, a renewed business license will be mailed to you prior to July 1st, 2018. You will need to contact Ray Olsen at the Mendon City Fire Department to schedule a fire inspection at mendonfire@gmail.com or 435-752-9195.

Commercial Business:

Submit the completed renewal form and the \$65 fee (this fee includes the fire inspection fee). If there have been no changes to your business within the last year, you will not need to attend a P&Z meeting. The renewed business license will be mailed to you prior to July 1st, 2018. You will need to contact Ray Olsen at the Mendon City Fire Department to schedule a fire inspection at mendonfire@gmail.com or 435-752-9195.

Further questions regarding these procedures may be directed to the Planning Commission which meets each 2nd Wednesday at 7:30 pm at the Mendon Station or by contacting P&Z Secretary, Jill Pack, at 435-881-6250.

Planning and Zoning Commission
Mendon City