



Mendon City Corporation

P.O. Box 70
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www.mendoncity.org

2019 Business License Procedures

Important Dates: Business License renewals will be **due May 31, 2019** and will be renewed for a one-year period, extending from July 1, 2019 through June 30, 2020.

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 5, 2019.**

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.

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.

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, 2019. (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 / Commercial Business:

Submit the completed renewal form and the \$65 fee (this includes the fire inspection fee). You must attend the next available P&Z meeting for the review of your Conditional Use Permit and/or Business License. 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, 2019. 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 the P&Z Secretary at pandz@mendoncity.org

Planning and Zoning Commission
Mendon City