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| \*Today’s Date: | **1.** \*Legal Address, Street Name & Unit Number: |

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| **Business Information:** | |
| **2.** \*Business Name: | **3.** \*Doing Business Name: |
| **4.** \*Nature of Business: (i.e. retail, office, service, restaurant bar, etc.) If you are serving food, coffee/tea, or mixed drinks, you will need to contact the Summit County Health Department. Details on the back of this page. | |
| **5.** In what Zone is this business located? | **6.** \*On what floor is the business located? |
| **7.** What is the approximate square footage or # of bedrooms in the location? | **8.** \*Will you be selling tobacco products?  Yes  No  If yes, you will need to contact the Summit County Health Dept. Details on the back of this page. |

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| **9.** **Inspection Information:** | |
| \*Name of the person meeting the inspector: | \*Cell phone number: |
| \*Email address: | |
| Desired date(s) of inspection: | AM  or PM  Preferred? |

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| Notes: |

\*Denotes a required field

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **1.** Here is how you can look up a **\*legal address** and ownership with [Summit County](file:///\\pcfile\users\cherie.wellmon\Documents\New%20BL%20process\HOW%20TO%20Summit%20County.docx) |
| **4. \*Serving food, coffee/tea or mixed drinks -** Prior approval of plans from the Health Department is required. Additionally, proof of an on-site Health Department inspection must be provided to the Business License Inspector in order to pass the Business License Inspection. For more information, please contact:  Amy Jones  Summit County Health Dept.  (435) 333-1502  [ajones@summitcounty.org](mailto:ajones@summitcounty.org) |
| **5. Zone –** If you would like help determining the Zone in which your new business will be located and any restrictions that may apply, Please contact the Planning Department at (435) 615-5060 or [planning@parkcity.org](mailto:planning@parkcity.org) for more information. |
| **6. \*Floor location -** There are restrictions on the types of businesses allowed on the first floor on Main Street per  [LMC 15-2.6-3](https://parkcity.municipalcodeonline.com/book?type=ordinances#name=15-2.6_Historic_Commercial_Business_(HCB)_District) **Lot And Site Requirements G. & H.**  Please contact the Planning Department at (435) 615-5060 or [planning@parkcity.org](mailto:planning@parkcity.org) for more information. |
| **8. \*Tobacco Sales** – priorapproval from the Health Department must be provided to the Business License Inspector in order to pass the Business License Inspection. For more information, please contact:  Alyssa Mitchell MPA CHES  Summit County Health Dept.  (435) 333-1508  [a.mitchell@summitcounty.org](mailto:a.mitchell@summitcounty.org) |

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| Click here for a copy of the **Commercial Business Inspection** [**Checklist**](https://www.parkcity.org/home/showdocument?id=10700) to help you prepare for the inspection. |

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| **Inspection Policies:**   * An Administrative Fee of $149 must be paid to the Finance Department prior to scheduling the inspection. * Someone must be present to meet the inspector and stay throughout the inspection. * Cancellations: Please call or email as soon as possible to cancel your inspection. Anything cancelled after 9 am the same day of the inspection will be considered a “No Call, No Show” and will count as a failed inspection. * Re-inspection Fees: A third inspection may incur additional re-inspection fees. * You may request a Pre-inspection for $150 if you would like to determine what corrections could be necessary prior to requesting a commercial business license inspection. Please include “Pre-inspection” in the Notes section of the Inspection Request. |

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| **Business License Inspections & Scheduling Contact Information:**  Phone: (435) 615-5105 Email: [blinspections@parkcity.org](mailto:blinspections@parkcity.org) |

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| **Finance Department Payment & Business Licensing Contact Information:**  Phone (435) 615-5221 Email: [business@parkcity.org](mailto:business@parkcity.org) |