



Milford City Business Licensing FAQs

A valid Milford City Business License is required for all businesses located within the limits of Milford City except for exempt home occupations. The definition of business includes every craft, trade, occupation, profession, or activity engaged in for the purpose of economic gain or profit. If the business address is located in Milford, a business license is required.

What is needed to process a business license?

1. Planning and Zoning approval-not all businesses are permitted in all zones. Additional permitting may be required. Before signing a lease, contact the Planning and Zoning Department at 435-387-2718 for zoning approval.
2. Building and Fire Safety Inspection-Businesses require an inspection prior to opening. Milford City Zoning Administrator will schedule an inspection.
3. Completed Business License Application.
4. License Fees: A minimum of ½ year license fee required for new business applying after July 1 of the current business year.
 - a. Application Fee \$50.00 (New Business Only-One Time Fee)
 - b. Regular License Fee \$50.00
 - c. Temporary Business \$50.00
 - d. Temporary/Seasonal \$15.00
 - e. Class A Beer License (Off Premise) \$100.00
 - f. Class B Beer License (On Premise) \$100.00
 - g. Class C Beer License (Temporary/Special Events) \$75.00
 - h. Class D Liquor and Beer License (On Premise): \$150.00
 - i. Vending Machine \$50.00
 - j. Solicitors License \$ \$50.00 + \$10.00 ID Badge (each)

Business Licenses are valid for one calendar year, from January 1 to December 31. Regardless of when license was first obtained, all licenses expire on December 31 of each year and must be renewed on an annual basis. A 50% penalty will be assessed on all licenses not paid by January 31st. If the fee remains unpaid on the last day of February, an accruing penalty of 100% will then be assessed.

A helpful checklist to get you started:

1. **BUSINESS NAME** – Decide on a name for your business and register it with the Utah State Department of Commerce. This may be done online at www.business.utah.gov/registration. This OneStop Online Business Registration site is a secure online service available 7 days a week, 24 hours a day. You may also reach the Department of Commerce by calling (877)526-3994.
2. **FEDERAL TAX ID#** You will need a Federal Tax ID number, also known as an Employer Identification Number (FEIN). If you are a sole proprietor with no employees, your social security number can serve as your Federal Tax ID number. An Employer Identification Number, also known as a Federal Tax Identification Number, is used to identify a business entity. This is a free service offered by the Internal Revenue Service. Go to www.irs.gov to apply for this number. You may also receive an TEIN through the OneStop Online Business Registration site.
3. **SALES TAX #**-Contact the Utah State Tax Commission for a Sales Tax Number. They can answer all your questions on whether or not you will need a sales tax number. You can apply online through Utah's OneStop Online Business Registration service or by mail using form TC-69, Utah State Business and Tax Registration.
4. **OCCUPATIONAL LICENSE** This is for occupations regulated by the State such as Doctors, Contractors, Plumbers, Electricians, Beauticians, etc. Go to www.dopl.utah.gov to apply for this number.