



ALCOHOL BEVERAGE LICENSE PROCESS

Before selling and/or serving alcoholic beverages, Utah Department of Alcohol and Beverage (DABC) and Cottonwood Heights Alcohol Beverage Licenses are required. Complete regulations are listed in the Cottonwood Heights Code of Ordinances #5.24. It is the responsibility of the applicant to read and comply with this code.

Off premise beer retailers are not required to obtain a Utah State Alcoholic Beverage License.

For requirements on how to obtain the Utah State Alcoholic Beverage License contact the Utah Division of Alcoholic Beverage Control (DABC) at (801)977-6800 or www.alcbev.state.ut.us;

The DABC meets the last week of each month to approve alcohol license applications.

All applications must be in to the DABC by the 10th of each month in order to be placed on the agenda for approval that month. A Local Consent form from Cottonwood Heights must also be submitted at this time.

All state requirements must be completed prior to your application being submitted to the DABC.

- If you're looking for information on starting a new business please refer to www.business.utah.gov.
- All Federal and State requirements pertaining to your business must be completed before submitting your application to Cottonwood Heights.
- To register a new business you can go to www.business.utah.gov/registration for one stop registration.
- Your business name must be registered with the Utah State Department of Commerce, (unless you are doing business under your own name). Verification must be provided
- If applicable you will need an Employer Identification Number, (Federal Tax ID number) and/or a Utah State Sales Tax Numbers.
- Any applicant, firm, partnership, association, group, or corporation **shall provide a criminal background check (no older than 30 days prior to the date of the application) and complete a Personal History Statement (which is enclosed)** for each applicant, partner, association member or corporate officer, director or member, and local manager.

Background Investigations obtained from: Bureau of Criminal Investigations (BCI)
3888 West 5400 South
(801) 965-4445

- All applications must be filled out completely; missing information may cause a delay in processing the application.
- Licensing Fee: Based on the attached fee schedule.
- Processing time is approximately 2-3 weeks; applications requiring DABC licensing, Conditional Use Permits, and Health Department approval may take longer.
- If you have any questions please contact Business Licensing at (801)944-7067 or businesslicense@ch.utah.gov.

GENERAL ADMINISTRATION FEES

All business licensees are subject to the following general administration fees, which are levied and imposed to cover the city's administrative costs associated with its business licensing activities.

	Base Fee
New Business Fee (Commercial)	\$170.00
Renewal Fee (Commercial)	\$120.00
New / Renewal Home Occupation Fee	\$100.00
New / Renewal Home Occupation Fee (Grossing less than \$1500 per year)	\$ 50.00
Temporary License Fee	\$ 80.00
Special Event License Fee	\$100.00

**DISPROPORTIONATE FEES BASED ON SPECIAL REGULATIONS/INSPECTIONS
AND
DISPROPORTIONATE FEES BASED ON DISPROPORTIONATE CALLS FOR SERVICE**

The following business license fees are in addition to the general administration fees specified above, and are charged to recover the city's disproportionate cost of special regulations/inspections and 25% of the disproportionate cost of calls for service from police and fire departments that exceeds the basic level of such services provided in the city. Total business license fees are determined by adding the general administration fee, any applicable disproportionate fees, and any enhanced level of service fees applicable to a business; provided, however, that for the business classifications specified below, such total is restricted to 125% of the average total business license fees paid in 2006 by businesses of the same classification. The business classifications to which the 125% limit applies, and the dollar amount of the limit for each such business classification, is shown below.

	Special Regulation/ Inspection	Disproportionate Calls for Service	125% Limit*
Apartments	\$25 per location		Does not apply
Alcohol	\$443 per location		Does not apply
Assisted Living/Nursing Homes	\$150 per location	\$2.50 per bed	Does not apply
Big Box Retail (40,000, or more sq feet of floor area)	\$265 per location	\$8.75 per employee	Does not apply
Commercial Day Care/Preschool	\$555 per location	\$60 per location	\$297
Home Day Care/Preschool	\$555 per location		\$153
Convenience Store/Service Stations	\$133 per location	\$477 per location	\$980
Financial Services	\$208 per location	\$224 per location	Does not apply
Retail Fireworks	\$38 per location		Does not apply
Food and Grocery Stores	\$265 per location	\$1,615 per location	\$2,417
Medical Services		\$50 per location	Does not apply
Pawn Brokers	\$340 per location	\$410 per location	Does not apply
Pharmacies	\$40 per location		Does not apply
Private Clubs	\$265 per location	\$1,197 per location	\$1,051
Repair and Maintenance (Motor Vehicle)		\$150 per location	\$176
Restaurants (without Alcohol)	\$265 per location	\$195 per location	\$471
Restaurants (with Alcohol)	\$265 per location	\$195 per location	\$1015
Sexually Oriented Businesses		\$1,650 per location	Does not apply
Short Term Rentals – Conditional Use Permit	\$350 per unit		Does not apply
Special Events	\$168 per event		Does not apply
Solicitors	\$25 per solicitor		Does not apply

* This 125% Limit applies to the total aggregate fee which includes all administration fees, regulatory and inspection fees and disproportionate (call for services) fees. For example, a grocery store would have a administrative fee of \$120 an inspection fee of \$265, and if they sell alcohol a regulatory fee of \$443, and if they sell fire works a regulatory fee of \$38 and a fee to cover 25% of disproportionate calls for service of \$1,615, all totaling \$2,480. The 125% limit would apply and that limit would be \$2,417.

ADDITIONS MADE THAT ARE NOT IN THE CODE*

Business License Application



**COTTONWOOD HEIGHTS
BUSINESS LICENSE APPLICATION**
 1265 E Fort Union Blvd #250
 Cottonwood Heights, UT 84047
 p.801.944.7067 f.801.944.7007
 businesslicense@ch.utah.gov

***** OFFICIAL USE ONLY *****	
License Number _____	<input type="checkbox"/> New Application <input type="checkbox"/> Change of Owner/Location <input type="checkbox"/> Other _____

<input type="checkbox"/> Home/Residential <input type="checkbox"/> Commercial Temporary Ownership: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <small>*LLC, Corporations & Partnerships must provide a current list of Corporate Officers, Partners, Members, Directors & Registered Agents.</small>	Federal Tax ID# _____ Utah Sales Tax # _____ State License # & Type (if Applicable) _____
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Business Name _____	Business Phone # _____	# of Employees _____
Business Address (Physical, NO PO Box) _____	Business WEBSITE Address _____	
Mailing Address (other than the Physical location) _____	Business E-mail Address _____	

Description of Business Activities _____	If home occupation, please indicate, Home Office Only _____	Will Clients visit your home? Yes No _____
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After Hours Emergency Contact _____	Phone _____
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Enter Below the names of Owners, Partners, or Corporate Officers and a Local Manager							
Name	Title	Name	Title				
Home Address		Home Address					
City	State	Zip	City	State	Zip		
Home Phone	Date of Birth		Home Phone	Date of Birth			
Drivers License #	Personal E-mail Address		Personal E-mail Address				

	Fee Amount
Commercial _____	\$ _____
Home _____	_____
Other _____	_____
Other _____	_____
Total Fees	\$ _____
Credit Card # _____	_____
(Exclude Am Express) Exp. Date _____	CVV _____

***** OFFICIAL USE ONLY *****	
Approvals	_____
Zoning	_____
Code Enforcement	_____
Fire	_____
Police	_____
Health	_____

The foregoing information is correct to the best of my knowledge. I am aware that this application does not authorize conducting business until approved by Cottonwood Heights and a license has been issued. I also agree to conduct said business strictly in accordance with the laws and ordinances covering such business, and that no other type of business will be conducted other than what has been state above. It is the responsibility of the licensee to renew the license, failure to receive notice does not excuse this responsibility.

Signature _____ Title _____ Date _____

COTTONWOOD HEIGHTS POLICE DEPARTMENT
REGISTRATION and/or LICENSE APPLICATION INFORMATION
PERSONAL STATEMENT HISOTORY

ACCEPTABLE FORMS OF IDENTIFICATION

Specify license you are applying for: _____

Name _____ Maiden _____

All Other Names Used: _____ Phone # _____

Home Address: _____ E-mail _____

City _____ State _____ Zip _____ Place of Birth _____

Date of Birth _____ Age _____ Height _____ Weight _____ Eyes _____ Hair _____

Divers License/ID Card # _____ State _____ SS # _____

Male / Female Marital Status _____ Spouse's Name _____

Have you ever been arrested? YES _____ NO _____ If yes, List Charges, Dates & Places:

If you have lived in another state more than 2 years (Except Military) list City, State and number of years there.

State _____ City _____ Number of years _____

Have you previously held a Business License or Permit in Cottonwood Heights? _____

If Yes, What type of license or permit _____

Have you ever had any license suspended or revoked? _____

If yes, state type of license and the reason license was revoked _____

Give the names and addresses of three persons to who we can contact as to your character or in case of emergency.

Name	Address	Phone	Occupation
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Name Address Phone Occupation

Name Address Phone Occupation

EMPLOYMENT RECORD

Present Employer _____ Address _____

Supervisor _____ Job Title _____

List last two jobs held: _____

Employer Location Position Dates of employment

Employer Location Position Dates of employment

Signature Date

I, the undersigned, certify the answers and statements are true and correct to the best of my knowledge and belief and being desirous of informing Cottonwood Heights Police Department of my present character and background, do hereby authorize release of any or all information concerning my qualifications for the license applied for. I hereby release Cottonwood Heights Police Department and all other persons from any liability because of furnishing such information. *I realize that ANY false statements in this personal history statement will immediately revoke this license/permit.*

Signature Date

DO NOT WRITE BELOW THIS LINE
(Cottonwood Heights Police Use only)

JBMS _____ STATE WARRANTS _____ ENTERED _____
UBI _____ NCIC/NLETS _____ APPROVED _____
FBI _____ DENIED _____
LAST ACTIVITY _____