



TEMPORARY BUSINESS LICENSE APPLICATION FOR OFF-SITE SALES / SINGLE EVENT

(Only For Sites With Conditional Use Pre-Approval)

Community & Economic Development • 437 N Wasatch Dr. • Layton, UT 84041
Phone: (801) 336-3788 • Fax: (801) 336-3789 • www.laytoncity.org

LICENSE #

BUSINESS INFORMATION

Application Date: _____ (to be submitted no later than seven (7) days prior to the sale)

Tentative Opening Date: _____

Business Name: _____ DBA Name (if applicable): _____

Temporary State Sales Tax #: _____ (or proof of exemption)

SITE INFORMATION:

Physical Address: _____
(Please refer to the Off-Site Sale/Mobile Store Approved Sites List to determine if the location has had Conditional Use Pre-Approval)

Name of Primary Business at this Location: _____

Duration of Sale: From _____ (MM/DD/YY) To _____ (MM/DD/YY) Total Days: _____
(not to exceed 5 days)

Hours of Operation: _____ A.M. to _____ P.M. Days of Week (circle): Mon Tues Wed Thurs Fri Sat Sun

In-State Contact Person's Name (First, Last): _____

In-State Contact Person's Phone #: (_____) _____ Alternate Phone #: (_____) _____

SITE PLAN:

Please provide a site plan showing the following information:

- | | |
|---|--|
| 1. Main business structure and entrance to site | 4. Number of parking spaces the event will encompass |
| 2. Number of parking spaces allotted to main business | 5. Other events located on the same site |
| 3. Proposed location and size of off-site sales event | 6. Distances between events on the site |

BUSINESS DESCRIPTION:

Describe Your Business In Detail: _____

NOTE: All locations are subject to a minimum of two (2) pre-occupancy inspections, one each by the Building Department and Fire Department prior to issuing the license. An additional \$47 inspection fee will be required.

APPLICANT INFORMATION

Applicant Name (First, MI, Last): _____

Mailing Address: _____ Apt. / Suite #: _____

City: _____ State: _____ Zip: _____

Phone #: (_____) _____ Alternate Phone #: (_____) _____

Email Address: _____

OFF-SITE SALES COMPLIANCE STATEMENTS

Definition of "Off-Site Sales": The temporary use of property for the purpose of selling any type of merchandise, in which said property is not under the direct ownership of the seller.

Please read and initial each compliance statement (by initialing each box you agree to comply with all of these provisions):

- The vendor shall be responsible for submitting the application no later than seven (7) days prior to the sale.
- Each individual off-site sale shall require a separate temporary business license.
- No off-site sale shall be conducted for more than five (5) consecutive days.
- No portion of any off-site sale may be conducted within the landscaped areas on the site including the placement of signs.
- The off-site sale shall not utilize more than fifty percent (50%) of the required off-street parking for the on-site merchant. In no situation shall public streets be used for parking.
- There may be multiple vendors using one off-site sale site if they are within the approved site plan area and each have obtained a temporary business license.
- The on-site merchant or property owner may also utilize designated parking area as long as it is in compliance with the approved site plan.
- The off-site sale shall not cause any designated fire lane to become blocked at any time.
- No merchandise shall be placed in a manner that constitutes a hazard to the walking or driving public, i.e., the blocking of clear view areas.
- No portable, flashing or temporary reader boards will be allowed.
- All balloons and displays must be set back one foot (1') for every one foot (1') in height.

APPLICANT'S AGREEMENT

This form is an application for a TEMPORARY business license. The actual license will be issued only when the business is in compliance with all local, state, federal, fire & building codes and all inspections are completed and signed off by the various City departments. Missing or incomplete information on this application may significantly increase approval time.

It is unlawful for any person either directly or indirectly to conduct or operate any business or nonprofit enterprise or to use in connection therewith any vehicle, premises, machine or device in whole or in part, without first obtaining a license to do so and without keeping such license in effect at all times during the conduct or operation thereof. (Layton City Code 5.04.020 (1))

I, the undersigned, hereby agree to conduct said business strictly in accordance with all Layton City codes governing such business, and swear under penalty of law that the information contained herein is true and correct to the best of my knowledge. I certify that I understand the compliance statements outlined in this application and agree to abide by them at all times. I understand that to falsify any information on this application is grounds for denial and/or revocation of this license and other penalties as provided by law.

I certify that the property owner is aware of the sale and agrees to the dates shown on this application.

Applicant Signature: _____ **Date:** _____

Please Print Your Name: _____

OFFICE USE ONLY

Planning Division: ___ Approved ___ Denied ___ Date
Building Division : ___ Approved ___ Denied ___ Date
Licensing Officer : ___ Approved ___ Denied ___ Date
Zoning District: _____
Reason/Comments: _____

Receipt #: _____
Received By: _____ **Date:** _____
Amount: _____
Type of Payment:
 Cash Check # _____ Credit Card
Temporary License #: _____