



**Temporary Business License
Application/Renewal Form**

Business Information:

Business Name: _____
Physical Address: _____
Business Phone: _____ Website: _____
Email Address: _____

Owner Information:

Owner: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Email: _____

Applicant Information: (if different from owner)

Name: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Email: _____

Briefly describe the business: _____

Please Answer the Following Questions

- Will you be operating your business only temporarily in the city? Y / N
Will you be selling or delivering goods or services directly to the public? Y / N
Will you be going from place to place or door to door to take orders for future delivery of goods or services? Y / N
Will you be collecting advance payments for those orders? Y / N
Will you be using a temporary location to exhibit samples and take orders? Y / N
Will you be going place to place or selling from a vehicle or conveyance? Y / N
Will you be carrying goods with you to sell and deliver them immediately? Y / N
Are you both soliciting orders and delivering goods separately, as part of your sales process? Y / N
Will you temporarily occupy a building, vehicle, or outdoor space to sell or exhibit merchandise? Y / N

NOTE: If you answered yes to one or more of the questions above your business may be considered a one of a transient merchant, peddler or solicitor and will require the completion, submission, and approval of this application in order to conduct business within Mendon City limits. (see 5.14.040 of the municipal code).

New Application:

I certify this information is correct to the best of my knowledge.

Business Owner Signature

Date

Renewal Application:

I certify this information is correct to the best of my knowledge. I also certify there have been no changes to my business operations within the previous year which would cause my business to be reclassified.

Business Owner Signature

Date

Business License Number (if a renewal):

For office use only

Amount Paid	Date	Business License #



Temporary Business License Rules and Procedures

Application Procedures

All forms are available on <https://mendoncity.org> or by emailing the Planning & Zoning Commission at cityclerk@mendoncityutah.gov. New applications and renewal applications can be submitted by one of the following methods:

- **Mail:** Mendon City Planning & Zoning Commission, P.O. Box 70, Mendon, UT 84325
- **Drop box:** Place payment and completed application in a sealed envelope clearly labeled as "Business License". The drop box is located at the City Offices.
- **In person:** Bring into the Mendon City Offices during business hours.

NEW Business License Applications:

Submit a completed Temporary Business License Application/Renewal Form and appropriate fee (see below).

RENEWAL Business Licenses:

Temporary business licenses are valid for 90 days starting the day of licensure, and renewals are due the day they expire in order to conduct business synchronously.

FEES Associated with Temporary Business Licenses:

With this completed application, a fee of \$25 shall be due upon submission. Lack of payment shall result in a rejection of the application.

ADDITIONAL RULES for Temporary Businesses

- 1) License Display. Any individual or business entity licensed pursuant to this chapter shall, upon request by any citizen of the City, immediately exhibit the temporary business license in a conspicuous manner.
- 2) Enforcement by Law Enforcement Officials. It shall be the duty of any law enforcement official to require that any person observed soliciting, canvassing, or peddling—who is not known to be duly licensed—produce their temporary business license. Failure to produce such license shall subject the individual to enforcement actions.

Questions regarding these procedures may be directed to the Planning & Zoning Commission at cityclerk@mendoncityutah.gov