



Duchesne County Clerk's Office  
734 North Center Street  
PO Box 270  
Duchesne, UT 84021  
Phone: (435) 738 – 1101; Fax: (435) 738-5522  
Email: [jjenkins@duchesne.utah.gov](mailto:jjenkins@duchesne.utah.gov)

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## *Business License Checklist*

- Register with the State of Utah – Department of Commerce: Heber M Wells Building 160 East 300 South, PO Box 146701, Salt Lake City, Utah 84111 (801) 530 – 4849 or Toll Free (877) 526 – 3994  
[www.business.utah.gov/registration](http://www.business.utah.gov/registration)
- Fill out all pages of the local business license packet (**we will not process your application without all the paperwork**)
- Attach any license or insurance required (see business license application for specifics). Contact the Utah Division of Occupational and Professional Licensing (DOPL) to determine if a state license is required. Toll Free (866) 275 – 3675.
- Read the Duchesne County Ordinance for Business License. These are the rules you will need to abide by. The County Code is available on the County's website [www.duchesne.utah.gov](http://www.duchesne.utah.gov)
- **REMEMBER ... IF YOU GO OUT OF BUSINESS OR CHANGE LOCATION, NAMES OR OWNERSHIP, BOTH THE STATE OF UTAH AND THE LOCAL BUSINESS LICENSE CLERK WILL NEED TO BE NOTIFIED!**
- If your business will be conducted from your home, see the Home Occupation standards attached.



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## *Business License Application*

Business Name:			
Business Mailing Address:			
Business Physical Address:			
Business Phone #:		Business Email:	
Business Description:			
Beginning Date of Business:			
Property Owner Name:			Approval: Yes      No
Property Owner Phone #:			
Applicable Licenses Attached:	Contractor   Daycare   Kennel   Food Handler   Other:		
<b>PROOF OF LIABILITY INSURANCE IS REQUIRED FOR VEHICLES/EQUIPMENT/RECREATION BUSINESSES</b>			
<b><i>Applicant Information</i></b>			
Name of Applicant or Legal Agent:			
Mailing Address:			
Physical Address:			
Phone #:		Email Address:	
Type of Entity: Sole Prop.   Corp.   LLC   Partnership   Other:			Entity #:
State Sales Tax #:	Federal ID #:	Professional License #:	
Name of Firm or Partnership:			
<p>I hereby make application for a business license within the corporate limits of Duchesne County, Utah and outside the limits of an incorporated city or town.</p> <p>A license shall not be issued, nor shall any business activity occur where a business fails to comply with any state or local laws or regulations as administered by the following county offices: Business License Department, Planning &amp; Zoning, Building Department, Tri-County Health Department, Sheriff, Fire Warden and Duchesne County Commission; nor shall a license be issued when, due to failure to comply, the business is disapproved by one of the said offices. If the license or license renewal is disapproved and not issued, the fee shall be returned to the applicant.</p> <p>Any application for a business license or license renewal shall constitute an irrevocable consent of the owner and their agent(s) for such entry and inspection at reasonable times, until the license is approved, denied, expired or revoked.</p> <p>As the business owner or responsible agent, I hereby certify that the information submitted in the application is accurate and I agree to abide by the terms and conditions of any business license issued as a result of said information. I understand that this application must be approved by Duchesne County Commission and a valid County Business License issued before business activities may commence at this location.</p>			

Applicant Signature:

Date:



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## *Business License Zoning Clearance Form*

Property Serial #:		
Is this activity a new use of this location: Yes    No		If YES, what was its previous use?
Is Property owned by applicant or leased?		
Will business activity be conducted within a structure? Yes    No		Type of structure:
Will there be outdoor storage or activity associated with the business? Yes    No		
If YES, explain:		
If using an accessory building on a lot with a dwelling, square feet of structure:		
Are structure(s) currently existing? Yes    No		If the activity is a restaurant, what is the seating capacity?
Visiting clientele? Yes    No		Frequency and amount:
Is there adequate off-street parking for your use? Yes    No		How many spaces?
Are there existing signs on the premises of your business?		
Signage plans?		
Amount, type and size of vehicle(s) to be used, including trailer(s):		
FOR HOME-BASED BUSINES ONLY: Other than those related by blood, marriage or adoption, will more than five people be employed on the premises? Yes    No		
<b>APPLICANT CERTIFICATION:</b> I certify that the information stated is true and accurate. Should a Preliminary Business License Zoning Clearance be issued, I understand that this clearance authorizes only the use, arrangement and construction set forth hereon and only in accordance with applicable State and County regulations. I also understand that this clearance is not a business license and that I cannot begin operation of the business until an approved business license is issued. A building permit is required for new construction associated with the business.		

Applicant Signature:

Date:

<b>For Office Use Only:</b>		
Planning & Zoning Dept. Review	Building Dept. Review	Fire Dept. Review
Comments:	Comments:	Comments:
Approved:    Rejected:	Approved:    Rejected:	Approved:    Rejected:
By:	By:	By:
Date:	Date:	Date:



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## *Applying For A Business License – Building & Fire Codes*

When applying for a business license, there are some things you need to know in regard to Building and Fire Code requirements. Utah State and Duchesne County adopt Building and Fire Codes to determine minimum requirements buildings must meet for various uses. This is an effort to help protect life, health, safety and public welfare when it comes to the buildings we live in and do business in. One of the major considerations most people don't think of is fire protection for the building and the surrounding area the business will be taking place in. There are some uses that require a fire sprinkler system be installed in the building. All commercial buildings are to have a fire hydrant within 400 feet of the building. That is not to say that if a fire hydrant isn't there you can't get your business license to conduct business. There just has to be an alternative method determined that will provide an acceptable equal amount of protection.

If the building you plan on using for the business has been used for any other purpose than what you are proposing to use it for, you may need to change the Occupancy use classification of the building or reclassify it in a different class of the same Occupancy group. Anytime a change of use or classification is required, you may need to alter the building to be in compliance with the rules adopted for the safe use of your building. To do this, you will need to obtain a change of use building permit from the Duchesne County Department of Building Safety. These permits can be minimal in cost depending on how extensive the alteration becomes. For example, if your proposed use is similar to the previous use you may only need to install a fire alarm or something simple like that. This would most likely require a minimum permit fee of \$55.55. If you need to do more extensive alterations like increase door sizes, add an ADA ramp and remodel restrooms, then the permit fee will be based on an estimated construction valuation. For major projects, the permit and associated alterations can be fairly costly.

To determine just what your building may or may not need, you will have to provide at least a floor plan of the building and a site plan showing the location of all buildings on the lot and parking areas to the Department of Building Safety to have a plan review conducted by the Building Department and The Fire Marshall's Office. These reviews look at the codes for the requirements a building must meet that is being used for your proposed business. This will determine the minimum code requirements that your building needs to comply with for your proposed use. This review can be quick and easy or very complicated depending on the nature of the proposed use, the building size, the building location on the lot and types of materials the building is constructed of.

Duchesne County encourages business growth in the county but we also encourage business being conducted in safe environments for the people that reside or work there as well as any that may patronize the business.

For more information or answers to questions you may have, please contact the Duchesne County Department of Building Safety at (435) 738 – 1150 or by email [kmott@duchesne.utah.gov](mailto:kmott@duchesne.utah.gov) and the Duchesne County Fire & Emergency Management Department at (435) 738 – 1226 or by email to [mlefler@duchesne.utah.gov](mailto:mlefler@duchesne.utah.gov) or [sfelter@duchesne.utah.gov](mailto:sfelter@duchesne.utah.gov).



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## *Home Occupation Standards*

An accessory use consisting of a vocational activity conducted inside a dwelling unit, conducted by the individuals who reside therein, with up to five (5) full time equivalent (FTE) of nonresident employment (provided adequate on-site parking is available); provided, that the home occupation is clearly subordinate to the use of the parcel for dwelling purposes, does not change the character of the parcel and meets the following standards:

- A. Does not include the outside storage of goods, materials or equipment.
- B. Has signage limited to a nonilluminated, flush wall mounted identification sign two (2) square feet or less in size.
- C. The following occupations are allowed by conditional use permit in the R-1/2, R-1 and A-2.5 zones, and permitted outright in the other zones: appliance repair, cabinet making, dance instruction to more than two (2) individuals at a time, firearms sales and services, food catering, hair salons, unless limited to two (2) stations, motorized garden tool repair, such as, but not limited to, lawn mowers, chain saws and leaf blowers, pest control, painting of vehicles, trailers, boats, and like vehicles/vessels, photo developing, real estate or brokerage offices, upholstery and furniture repair, vehicle related uses such as, but not limited to, the cleaning, dismantling, embellishment, installation, manufacture, repair or service, sale, lease, or rental, and towing of vehicles (the dispatching of vehicles such as limousines, taxicabs, and ambulances is allowed as a home business so long as those vehicles need not regularly come into the vicinity of the subject residence), welding, nursing homes, healthcare, including physicians, psychologists, chiropractors, hypnotics and massage therapists.
- D. Complies with all required federal and state licensing requirements.



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## *Short Term Rental Restrictions for Single Family Dwellings*

Single Family Dwellings are regulated by the adopted International Residential Code for One and Two Family Dwellings and Town homes. These buildings are not designed and built with the fire, life, health and safety protections required for short term rental units such as Hotels and Motels. Therefore the following restrictions must apply to avoid remodeling the dwelling to meet such life, fire, health and safety protections.

**Condition 1; R-3 Owner Occupied Lodging House;**

1. Owner must occupy a portion of the building.
2. Each dwelling unit is limited to a maximum of five guest rooms and ten total guests.
3. Smoke detectors must be installed in each sleeping room and in any corridor leading to a sleeping room. Smoke detectors must be designed so, if one is activated, all will activate.
4. If the dwelling has an attached garage or fuel burning appliances, a carbon monoxide detector is required on each floor level. Detectors must be designed so, if one is activated, all will activate. Combination smoke / carbon monoxide detectors are allowed.
5. Owner must provide adequate parking for the number of guest vehicles expected.

**Condition 2; R-3 Boarding Transient House;**

1. Each dwelling unit is limited to a maximum of five guest rooms and is limited to a maximum of ten total guests.
2. Smoke detectors must be installed in each sleeping room and in any corridor leading to a sleeping room. Smoke detectors must be designed so if one is activated all will activate.
3. If the dwelling has an attached garage or fuel burning appliances, a carbon monoxide detector is required on each floor level. Detectors must be designed so, if one is activated, all will activate. Combination smoke / carbon monoxide detectors are allowed.
4. Owner must provide adequate parking for the number of guests vehicles expected.

Business License may be approved by the Building Official with the above restrictions agreed to. Additional zoning ordinance requirements apply.

\_\_\_\_\_  
Duchesne County Building Official

Date: \_\_\_\_\_

I hereby certify that I have read and examined this application and know the same to be true and correct and agree to the restrictions identified. All provisions of laws and ordinances governing this type of building use will be complied with whether specified herein or not. The granting of a business license does not presume to give authority to violate or cancel the provisions of any other state or local law regulating this type of building use and that I make this statement under penalty of perjury.

\_\_\_\_\_  
Business license applicant

Date: \_\_\_\_\_