



74 W. 800 S.  
Genola, UT. 84655  
801-754-5300  
[genolapz@gmail.com](mailto:genolapz@gmail.com)

## Business License Application

---

### Applicant's General Information:

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Tax ID. \_\_\_\_\_

State ID. \_\_\_\_\_

### Type Of Business:

- Home Occupation  
Is based out of your residence
- Home Industry

### Zoning of Property:

- Residential
- Commercial
- Light Industrial
- Heavy Industrial

---

### Describe the business in detail:

---

---

---

---

---

---

---

---

A Business License Fee is \$35.00 annually and will expire on the 31<sup>st</sup> of December of the application year. Any application received after October 1<sup>st</sup> will be charged \$43.75 which will include the following year fees. Please enclose payment or contact the office during regular business hours Mon-Thurs. 9:00 a.m.- 5:00 p.m. to make a payment.

**It is the responsibility of each business to comply with all City, County, and State License Regulations. The signature below attests to the truthfulness, completeness, and accuracy of the information provided on this form under penalty of license denial or revocation and other penalties provided by law. The Town of Genola, Utah holds the right to reject any business from licensure if it is not in compliance with Town regulations or not in good standing with the Town.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All new Business Licenses maybe subject to recommendations by the Planning Commission and approval by the Town Council. A license will be sent to you within 2 weeks of receiving the approval.

**Additional Fees will be added if approval is needed by Inspector. Each inspection will be charged a \$60.00 fee.**

Office Use:

Inspections or Approval needed: (will be determined by approving officer)

Fire Chief: \_\_\_\_\_  Building Inspector: \_\_\_\_\_

Planning Commission \_\_\_\_\_  Town Council \_\_\_\_\_

Kris Poulson  
Assessor  
801.851.8275

Burt Garfield  
Chief Deputy Assessor  
801.851.8285

Peter Jeppsen  
Commercial Manager  
801.851.8299

Dear Business Owner,

Congratulations on the establishment of your new business, as a new business owner there are some obligations that you need to fulfill as a responsible business owner.

Utah State Legislation requires that each business file an affidavit each year with the Assessor’s Office declaring their taxable property. This affidavit allows you to list the equipment and supplies you use for your business. Affidavits are sent at the beginning of each new year. If your business equipment has less than \$15,000 (2021) in market value then you may be exempt from paying any taxes, **this does not exempt you from filing each year.** Any failure to file can result in fines, interest, estimations, and audits.

Our office searches through State and City business registries, information from leasing agencies, field research, and State Audits to locate any business operating within Utah County. Any change in either status of the business or account information must be reported to us immediately. In addition, if you are closing a business, you must inform us in writing, as well as inform the City and State agencies. Failure to do so may keep your account active and additional penalties and interest may accrue.

Please fill out and return the attached form below to:

**Utah County Assessor - Personal Property**  
**100 E Center Street, Rm 1105**  
**Provo, UT 84606 or FAX 801-851-8282**

If you have any questions about this tax, information can be found on our website at [www.utahcounty.gov/ppfile](http://www.utahcounty.gov/ppfile) or you can call 801-851-8295 and we will be happy to assist you.

Please Cut Here

**NEW BUSINESS INFORMATION FORM**

*Please Print Clearly*

**Business Name:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Nature of business:** \_\_\_\_\_

**Date business started:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_



## Utah County Assessor – Personal Property Div.

Kris Poulson  
Assessor  
801.851.8275

Burt Garfield  
Chief Deputy Assessor  
801.851.8285

Peter Jeppsen  
Commercial Manager  
801.851.8299

Hello New Business Owner,

It has been brought to Utah County's attention that you have recently received a business license.

We want to take let you know what to expect for this upcoming year as it relates to your personal property for your business. This is equipment that is used to operate your business. (e.g., computer, phone, desk, chair, etc.)

The state of Utah by law requires that all businesses with a business license to declare all the equipment used to operate the business each year.

Utah Code 59-2-306, Utah State Constitution (Article XIII. Section 2)

At the beginning of each year, you will receive an affidavit for declaration for your business which will allow you to declare your equipment. The affidavits are usually delivered in late February to early March need to be returned no later than May 15<sup>th</sup> of each year.

The affidavit will have an account number which has been established for the business and a computer-generated pin number for that year. It will include general instructions on how to file online if you should choose to do so. You may file by original paper and mail it (or email a pdf) to Utah County by the due date. If you choose to email, also please send a signed and dated copy of the affidavit with a detailed spreadsheet with a current asset list to [personalproperty@utahcounty.gov](mailto:personalproperty@utahcounty.gov)

If your business is small and has only a small amount of equipment you may wish to claim the exemption for that year. The exemption limit does change each year and you must qualify and apply each year. To do so you must meet the basic criteria each year. (1) The business must list all equipment with the year acquired and the cost associated with it. (2) Sign, date, and request the exemption. This must be done every year by May 15<sup>th</sup>.

The question is often asked what is personal property? Business personal property is the equipment that you use to run your business on a day-to-day basis. This does include leased equipment. It is not your home nor the commercial building that you are occupying.

If you have any questions, please feel free to contact our department at (801) 851-8295 or stop in to see us in room #1105 100 E Center Street, Provo Utah 84606.

**If you sell or close your business, you need to notify Utah County.**

Thank you and we look forward to working with you,

Utah County Personal Property Department.