Business Licensing Process

- Go to spanishfork.gov > Online Services > Business Licenses
- Select the appropriate business license application for the type of business being conducted

Applicant completes business license application through the Citizen Serve portal and provides required documents

Business licensing department receives initial application and completes initial review of application and documents.

Application is ready to move forward

Application is incomplete; Missing required items

Business license fire safety inspection is required

Business license does not require any inspections

Incomplete application email is sent to applicant addressing missing required items

Email sent to applicant to schedule fire safety inspection with Fire Marshall

Business license is issued through email

No further action is taken until applicant resubmits requested information

Fire Safety inspection failed. Applicant must reschedule inspection

Fire safety inspection passed

Fire safety inspection rescheduled

Business license issued through email