



**Administrative Policy**  
**TEMPORARY BUSINESS LICENSE**  
**Community Development – A411**

Effective Date:  
September 2010  
Revised Date:  
March 2015

## **TEMPORARY BUSINESS LICENSE**

### **Summary**

The Town of Payson Community Development Department is responsible for issuing business licenses for all business activities within the town. All persons doing business in the Town of Payson are required to have a Town issued business license, unless they are exempted by the Payson Town Code. There are times, such as special events, sales events and/or service activities of a limited time period, where a temporary business license would be more appropriate than the annual business license. This policy defines the temporary business license and the process.

### **Definitions**

- Temporary Business Activity: Special event, sales event or services performed.
- Temporary Business License: A business license issued for a specific time period, based on the following criteria:
- 1) The activity is for no longer than 24 days (consecutive or non-consecutive);
  - 2) The activity takes place on private property unless the Town is a co-sponsor;
  - 3) The vendor has a commodity or service for sale.

### **Process**

Any person engaging in a temporary business activity within the town will complete a Temporary Business License Application to the Community Development Department at least ten days prior to the event or service commencement date.

The application may include the following:

- 1) Nature of temporary business including the type of goods and/or services to be sold at the proposed location;
- 2) Applicant's full name, birth date, phone number and permanent residence or business address;
- 3) Anticipated dates and time of day in which the temporary business will be conducted;



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- 4) A written rental agreement or letter from the legal owner of the premises upon which the business will be located, as applicable;
- 5) Drawings and/or detailed narrative description of any structures to be placed upon the premises in connection with the business;
- 6) Any other information required as may be deemed reasonably necessary to determine compliance with Section 110 of the Payson Town Code.

**References**

Payson Town Code Section 110  
Resolution 2579, September 2010