



Instructions for Completing Draper Days Single Event Business License Application

1. Complete the Draper Days single event application. All information requested must be furnished where indicated on the application or attached to the application. Be sure to include a **detailed** description of the business you will be conducting in your booth on that day.
2. Draper Days' temporary sales tax numbers will be issued by the State Tax Commission to the Draper Days Committee before the event. You will need to obtain your sales tax number from the chairman of the booth committee.
3. **All applications for single event business licenses must be received by July 6, 2010 for processing. You must apply for a booth with the Draper Days Committee before a single event business license can be issued.**
4. Those vendors who have licenses in another City must furnish a copy of that license with their application. When the copy of their license is received, the \$20.00 application fee will be waived.
5. Businesses that presently have a current business license in Draper City must complete and return the Draper Days single event application in order to obtain a single event business license for this event.
6. All other vendors who are **unlicensed** either in Draper or in another jurisdiction must include a single event license fee of \$20.00 with their application.
7. Please note that **all food vendors** must apply for permits with the Salt Lake Valley Health Department and meet all their requirements prior to obtaining a single event business license for Draper Days. The contact number is found on the application. Verification of this permit will be required from each food vendor when they submit their single event license application.
8. Please bring application, any attachments and your check to the Community Development Department, Business License Division at the Draper City Offices, 1020 E Pioneer Road or fax to (801) 576-6526.

If you have any other questions with regard to the single event license application, please call Nancy Bishop, Draper City Business License Official at (801)576-6530.