

Checklist for 2026/2027 Ogden Valley City Business License Renewal

- City Inspect Account Credentials
 - Email address used when you applied for and/or renewed your business license with Weber County
 - All of your Business License data is tied to your email address.
 - Be prepared to establish a password for this account with the Ogden Valley Citizen Inspect software
- All of the Business License data from Weber County has been moved to the Ogden Valley City Inspect software platform.
- Supporting documents
 - Weber County 2025 issued Business License
 - Any updated state-level certifications, professional licenses or health department approvals if your industry requires them (e.g. food service or specialized contracting)
- Review all data fields and update if needed
- Additional reminder for businesses with liquor licenses, make sure to upload your DABS license that you should have renewed by the end of September
- Additional information and steps for ***Short Term Rental Business Licenses***
 - If you have not read the article from the Ogden Valley News, we highly recommend you take a few minutes to do so.
<https://www.ogdenvalleynews.com/ovc-str-licensing-season.html>
 - If you do not have a Utah State Tax number license use this link to establish one
[https://tap.tax.utah.gov/TaxExpress/ /](https://tap.tax.utah.gov/TaxExpress/)
 - If you have an existing Utah State Tax number we would like you to ensure the correct information is associated with your tax number

- You will need Logon information for the UT State Tax Commission TAP system
- <https://tax.utah.gov/business/create-manage/updating-information/>
- Make sure that both the Sales and use tax and the Transient room tax boxes are checked

PART A CHANGE BUSINESS INFORMATION

Use Part A to change information for your **WHOLE BUSINESS**.

If you want to close or change only a location, skip to page 3 and use Part B.

Account Type(s) to Change

Mark only the tax account(s) affected by this change.

Fuel Taxes

- ☐ Aviation fuel
☐ Compressed natural gas
☐ Environment assur. fee
☐ Hydrogen
☐ Liquefied natural gas
☐ Motor fuel
☐ Special fuel supplier

Sales Taxes

- ☐ E-911 emergency svcs.
☐ Energy
☐ Locomotive fuel
☐ Lubricating oil
☐ Multi-channel video/audio
☐ Municipal telecom
☐ MV rental tax
☐ Prepaid disp. cell phones

Other Taxes

- ☐ Restaurant tax
☒ Sales and use tax
☐ Sexually explicit business
☒ Transient room
☐ Waste tire

Property Taxes

- ☐ Centrally assessed
☐ Railcar

Other Taxes

- ☐ Beer tax
☐ Brine shrimp
☐ Cannabinoid Products
☐ Corporate/partnership
☐ Gross receipts
☐ Insurance premium
☐ Mining severance
☐ Oil & gas conservation

- ☐ Oil & gas severance
☐ Radioactive waste
☐ Self-insurer's
☐ Tobacco, cigarette, e-cig
☐ Withholding (employer)
☐ Withholding mineral prod.
☐ IFTA
☐ Special Fuel User

PART A continued next page

- Change the City Field

PART B CHANGE A LOCATION

Use Part B to change or close an existing location where you make sales.

Location to Change

If you are changing or closing a **SALESTAX** location, enter the location number
 (the location number is printed on the sales tax license)

Sales tax location number

123456789

If you are changing or closing a **TRANSIENT ROOM** location, enter the location number
 (the location number is printed on the sales tax license)

Transient room location number

123456789

If CLOSING a **CIGARETTE/TOBACCO** or **E-CIGARETTE** location, enter the license number
 → To change a location's mailing address, log into TAP.

License number

If CLOSING a **CANNABINOID PRODUCTS** branch, enter the branch location number
 → To change a branch location's mailing address, log into TAP.

Branch location number

If you need to change more than one location, attach extra sheets in this format.

B2. Change a sales or transient room location's address

Do NOT use for a cigarette/tobacco, e-cigarette or cannabinoid address. Instead, go to tap.utah.gov and click "Apply for a tax account(s) - TC69"

Prior physical address . . .

Enter address

City:

Huntsville

State:

UT

ZIP:

84317

NEW physical address . . .

Enter address

City:

Ogden Valley City

State:

UT

ZIP:

84317

- Form needs to be faxed or mailed back to the state after you sign it.

- As a new city ensuring maximum tax collection and revenue is paramount and the State of Utah needs as much accurate information as possible.
- Read the Ogden Valley City [Short Term Rental Ordinance 108-11](#) and check the box acknowledging you, and if appropriate your Rental Management Company, have read and understand the ordinance.