



**SOP FOR BUSINESS
LICENSE MANAGEMENT**
DELINQUENT BUSINESSES



IT HAS COME TO OUR ATTENTION...

- Once information is provided to the City License Officer demonstrating that a business is operating within Springville City WITHOUT a business license, a contact attempt will be made by the City License Officer by email, phone call or mailed letter.
- This contact will include information on what is needed to obtain a business license.
- The notified business has 14 calendar days to provide all requested information from this contact attempt.



TWO WEEKS LATER...

- If after 14 calendar days the business has not provided all of the requested information, a formal Notice to Comply will be either hand delivered or certified mailed to the applicant at the known mailing address.
- Businesses will have 15 calendar days from the issuance of a Formal Notice to Comply letter to come into compliance.



WE HEAR YOU

- Businesses may request a review hearing with the City License Officer in a written application within the 15 calendar days after receiving a Formal Notice to Comply to apply for an extension to come into compliance.



NOT ENOUGH TIME

- All businesses that need extended time frames (outside of the limits listed above) to come into compliance **MUST** apply via a written application for a review hearing with the City License Officer or Community Development Director



NON-COMPLIANCE CITATION

- If after 15 calendar days business has not come into compliance nor requested a review hearing, a Code Enforcement Officer will issue a citation to the business.