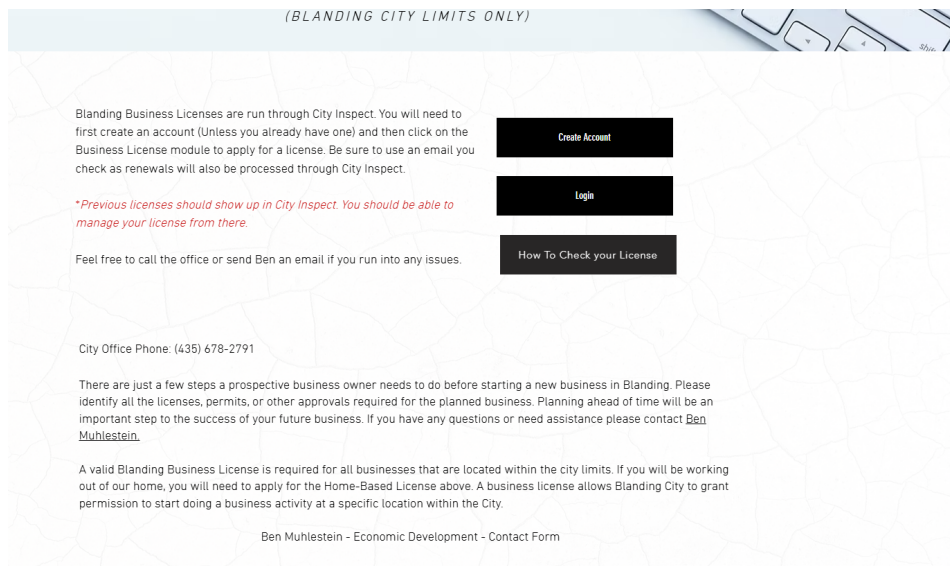


Start by Logging on/creating an account.

1. Head to Blanding.city, then under the “Permits” button click on “[Business License](#)”



2. Click on “Create Account” or “Login” depending on if you have a preexisting account or not.



3. Finish logging in or creating a new account. The screen will give you various options, Click on Business License:

Select module

Building Permits

Business License

Planning & Zoning

4. This screen will hold information on all of your business licenses. To create a new license click on “Apply for a new license”



preparing

date	license details	Business Name	Business Address	License Type	Last Inspection
12/03/2025	PREPBL25-0005	TESTING THE TESTER	50 bl utah 84511	Commercial Business	-

records 1 to 1 of 1

pendingpayment

date	license details	Business Name	Business Address	License Type	Last Inspection
No data available in table					

records 0 to 0 of 0

activelicenses

date	license details	Business Name	Business Address	License Type	Last Inspection
10/31/2026	BL25-0026	TESTING THE TESTER	50 B B B	Home Occupation - Low Impact	-

records 1 to 1 of 1

5. Complete the questionnaire: If you have questions about this, please contact Ben Muhlestein bmuhlestein@blanding-ut.gov

License Type

Questions
What type of property will the business be addressed from? ☐ Commercial or Industrial ☐ Residential Property ☐ Food Truck

6. Complete the required fields. (Marked with a *)

new license

* Application Date:	07/14/2026	
Estimated Opening Date:	07/14/2026	
License Type:	Commercial Business	
Commercial Business Category:	Select Category ▼	
Business Name & Location		
* Business Name:		
DBA (if applicable):		
Business Phone #:		
Business Email:		
Website:		
Business Address ⓘ		
* Street	Unit/Suite/Apt	* City
* State	* Zip	

7. Make sure to include AT LEAST one of the following identifying numbers. Contact Ben if you have any questions.

License Information			
State Business Registration Number:	Put N/A if it doesn't apply		
State Sales Tax #:	Put N/A if it doesn't apply		
State or Federal Professional License:	Number Put N/A if it doesn't apply	Type	Expiration Date mm/dd/yyyy
License Status:	Select Option		
Do you have employees:			
☐ No ☐ Yes			
Federal Employer ID #:	Put N/A if it doesn't apply		

8. Once complete, click continue on the bottom of the page.

Location when not in use:
Current or Previously Held Business License Information
Do you currently or have you previously held a City business license. If Yes, provide business(s) name and address(s)
☒ No ☐ Yes
continue

9. Click all 4 of the boxes and then click on Pay Now or Submit License for home based businesses. (Home based does not have a fee and will skip to step 12.)

This application requires some fees to be paid before you can submit. Pay Now

Commercial Business license files

Application #: PREPBL26-0033 /

☐	DOPL License
☐	Federal Employer ID Verification
☐	State of Utah Business License Registration
☐	State Sales Tax Verification

****All check boxes must be checked before you can submit, even if the item does not apply****
all items with an asterisk (*) must be attached

edit license save & close pay now

10. Once paid for, return to the main page and find the application under "Preparing". Click on the link under "license details"

search

preparing

apply for a new license

date	license details	Business Name	Business Address	License Type	Last Inspection
07/14/2026	PREPBL26-0033	Test	test test UTah 84511	Commercial Business	-
07/14/2026	PREPBL25-0005	TESTING THE TESTER	50 bl utah 84511	Commercial Business	-

records 1 to 2 of 2

pendingpayment

11. Return to the application by clicking on “View Application”

TESTING THE TESTER

Application #: PREPBL25-0005
Address: 50 - bl, utah, 84511
Commercial Business
Applicant Email: ben.muhlestein@gmail.com
Sales Tax: NA
License Type:

License Category: Commercial Business
Business Phone: (111) 111-1111
Federal Tax ID: NA
Professional License Exp. Date:

Current Status: Preparing
Owner Name: Benjamin Muhlestein
State Business Registration # NA
Professional License #: NA

view application

Documents			
-	License Application		-
-	Summary		

Notes

License History (Notes)

Attachments

delete license

12. Scroll down and again click on “Continue” The final page should now have a “Submit” Button. Click Submit.

13. Once submitted the City will process your application. If there are any issues they will contact you.

This license is under review. Please check the [checklist](#)

Documents			
-	License Application		-
-	Summary		

Notes

License History (Notes)

14. Once fees are paid and the application review is completed, your active license will appear on the home page as such.

active licenses

records 0 to 0 of 0

date	license details	Business Name	Business Address	License Type	Last Inspection
10/31/2026	BL25-0026	TESTING THE TESTER	50 B B B	Home Occupation - Low Impact	-

records 1 to 1 of 1

expired licenses

15. You can print your license by clicking on the license under "License Details" Then clicking on "Printable License"

TESTING THE TESTER

[request inspection](#)

License #: BL25-0026
Address: 50 , B, B, B
Home Occupation - Low Impact
Owner Name: test
State Business Registration # NA
Professional License #: NA

License Category:
Applicant Email: ben.muhlestein@gmail.com
Sales Tax: NA
License Type:

Current Status: Active
Expiration Date: 12/31/2026
Business Phone: (801) 851-1211
Federal Tax ID: NA
Professional License Exp. Date:

Documents				
-	License Application			-
11/17/25	Business License Review			
-	Printable License			
-	Summary			

16. If you run into any problems or have questions, please contact Ben Muhlestein.
bmuhlestein@blanding-ut.gov.