



Salt Lake County Public Works Department
 Planning and Development Services Division
 2001 S. State Street #N-3600 Salt Lake City, UT 84190-4050
 Phone: 801-468-2000 FAX: 801-468-2169
<http://www.pwpds.slco.org/>

Blue Box -Office Use only

White Box - Applicant

Business License Application

Date: _____ Business License # _____
 Community Council: _____ APN # _____
 Zone: _____ Application Accepted By: _____

Request (check all that apply):

New Business Ownership Change

For Location Changes, Name or Mailing Address Change Please Use Form A

Business Name: _____ **Phone:** _____ **Fax:** _____
Business Location: _____ **City:** _____ **State:** _____ **Zip:** _____
Business Web Address: _____ **Business Email:** _____

Type of Business: _____ **Is this business type listed on form B ?** Yes No
If yes please attach form B and give a copy of the Ordinance to the Applicant

Briefly Describe Your Business: _____

MANDATORY SUBMITTAL ITEMS:

Please Submit all the items marked in the "Yes" column.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Verification that your Business Name has been registered with the Utah Department of Commerce. (This document is always required unless the Business Name is your exact legal name.)
<input type="checkbox"/>	<input type="checkbox"/>	Verification that your Business Type has been registered with the Utah Department of Commerce. (Required for all business types listed at www.business.gov/registration)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Verification of Land Use Compliance (zoning approval)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water and Sewer Letter by the Salt Lake Valley Health Department.
<input type="checkbox"/>	<input type="checkbox"/>	Sales Tax Number (STC) (When the business sells a product)
<input type="checkbox"/>	<input type="checkbox"/>	Employee Identification Number (EIN) (When there are employees, not including the owner, or for Corporation, Partnership or Limited Liability)
<input type="checkbox"/>	<input type="checkbox"/>	Additional Attachments: _____

Note: Use [Business License Contact Information Sheet](#) for agency contact info.

Note: Form C: REGULATORY FEES must be attached to all business license applications.

Ownership Type:

Sole Proprietorship Corporation* Partnership* Limited Liability* (*Requires EIN)

Owners Name:

_____ *First* *Last* *Init.* *Owners Date of Birth*

Owners Address: _____ City: _____ State _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Corporate Name: _____**Corporate officers/partners/members:**

(1) _____ (2) _____

(3) _____ (4) _____

Corporate Address: _____ City: _____ State _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

LOCAL CONTACT / AGENT INFORMATION

Contact Name: _____ **Position:** Owner Manager Employee

Address: _____ City: _____ State _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Applicants Agreement: I the undersigned understand and agree to comply with all applicable codes and regulations of the Salt Lake County Code of Ordinances. I understand that I shall not begin nor cause to begin business at this location without first obtaining a business license, which includes passing zoning, fire, building, and / or wastewater or other inspections / reviews as required.

Applicant's Signature

Business licenses must be renewed every January 1. Licenses renewed after February 15 will be assessed a penalty fee. You will receive your business license approximately two weeks after all required reviews / inspections have been completed.

I would like my Business License Renewal Form sent to:

Owners Mailing Address Business Address Corporate Address

Sales Tax Number: (STC)

Federal Tax Id# (EIN):

Occupancy Classification:

SIC Code:

of Employees

Print Name: _____

Signature: _____ **Date:** _____



Business License Types

Business Name:

Business License #:

Type of Business: Note: each of these business types requires a supplemental form which must be included as part of the business license application.

- Alarm Business 5.101
- Ambulances and Invalid Coaches 5.66
- Amusement Device 5.24
- Amusement Hall 5.26
- Auction 5.54
- Auto Wreckers 5.70
- Automatic Dry Cleaning Machines 5.68
- Billiard, Pool and Bagatelle Hall 5.28
- Boarding House or Rooming House 5.72
- Bowling Alley 5.30
- Card and Game Room 5.32
- Check Cashers Prohibitions 5.73
- Chicken Hatcheries 5.74
- Cigarette Vending Machines 5.64
- Circus and Carnival 5.34
- Commercial Vehicle Licenses 5.76
- Daycare / Pre-School**
- Dry Cleaners 5.80
- Employment Office 5.82
- Excavation Operations 5.88
- Expressmen and Draymen 5.86
- Exterminators, Fumigators & Pest Control 5.90
- Fire and Damaged Goods Sales 5.56
- Florists 5.92
- Garages 5.94
- Golf Driving Range 5.36
- Guest Registers for Hotels, Motels and Other Lodging 5.96
- Handlers of Flammable Combustible Materials 5.78
- Home Business 19.85**
- Hotels 5.98
- House Movers 5.100
- Laundries 5.102
- Liquidation Type Sales 5.58
- Machine Shops 5.104
- Massage Establishments 5.106
- Miniature Golf 5.38
- Mobile Home Parks, Trailer Parks and Auto Courts 5.108
- Mobile Stores 5.109
- Motels 5.110
- Motion Picture Theater 5.40
- Motor Transport Depots 5.112
- Nursing and Convalescent Homes 5.114
- Outdoor Advertisers 5.116
- Parking Lots 5.118
- Scavengers 5.122
- Professional Dancer 5.44
- Public Dances 5.42
- Public Exhibition 5.48
- Residential Solicitation 5.130
- Secondhand and Junk Dealers 5.124
- Service Station 5.126
- Sexually Oriented Business and Employee Licensing 5.136
- Shooting Gallery 5.46
- Short Term Rental 5.134
- Ski Lift 5.50
- Slaughterhouse 5.128
- Swap Meets and Flea Markets 5.60
- Taxicabs 5.132
- Teenage Dancehall or Club 5.52
- Vending Machines 5.62

Salt Lake County Code of Ordinances Chapter 5 Business License Regulations



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Business -Office Use

White Box - Applicant

Zoning -Office Use

Business License

Verification of Zoning Compliance

Date: _____ Business License # _____
 Community Council: _____ APN # _____
 Zone: _____ Application Accepted By: _____

Business Name:

Property / Business Location:

Type of Business:

Are there any other businesses operating at this location? Yes No
 If yes please List:

The property listed above has been approved for the following use:

Copy of Zoning Approval Letter Attached. Copy of Approved Site Plan Attached.

The approval is subject to the following conditions: (please list, or indicate none)

No Signs are approved with this application, a separate application is required.

Land Use Verification Number:	Zone:	Original Approval Date:
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Zoning Authorization

_____ *Print Name* _____ *Authorized Signature* _____ *Date*

Salt Lake County Code of Ordinances Chapter 5 Business License Regulations



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Form C

Business License Regulatory Fees

Business Name: _____

Business License #: _____

Note: Do not include the business owner as an employee.

Regulatory Fees:

Description	Units	Amount	Business License \$ 130.00
<u>Employees</u>	_____	\$ 6.00	Regulatory: \$ _____
<u>Fire Department Fee</u>	1	\$ 75.00	Regulatory: \$ _____
<u>Health Department Fee</u>	1	\$ 25.00	Regulatory: \$ _____
<u>Special Review (Building)</u>	1	\$ 120.00	Regulatory: \$ _____
_____	_____	_____	Regulatory: \$ _____
_____	_____	_____	Regulatory: \$ _____
_____	_____	_____	Regulatory: \$ _____
_____	_____	_____	Regulatory: \$ _____
_____	_____	_____	Regulatory: \$ _____
_____	_____	_____	Sub Total: \$ _____
<u>Zoning Approval</u>	1	\$ 50.00	Zoning: \$ _____
<u>Penalty</u>	_____	_____	Penalty: \$ _____
			Total: \$ _____

Transaction Number _____ Cashier: _____ Date Paid: _____

Salt Lake County Code of Ordinances Chapter 5 Business License Regulations

Business License Contact Information Sheet

Register the Business Name

Utah Department of Commerce

160 East 300 South, 2nd Floor
Salt Lake City, UT 84114-6705

Phone: (801) 530-4849

Website: www.business.gov/registration

Register the Type Of Ownership

Utah Department of Commerce

160 East 300 South, 2nd Floor
Salt Lake City, UT 84114-6705

Phone (801) 530-4849

Website: www.business.gov/registration

Obtain a Sales, Use Tax License and/or E.I.N Number

Sales

Utah State Tax Commission

210 North 1950 West
Salt Lake City, Ut 84134

Phone: (801) 297-2200

(800) 662-4335

Website: www.tax.utah.gov

Utah Tax License

Internal Revenue Service

50 South 200 East
Salt Lake City, Ut 84111

Phone: 1-800-829-3676

Phone: (801) 829-1040

Website: www.irs.treas.gov/

E.I.N Number

Workers Compensation Fund

392 East 6400 South
Murray, Ut 84107

Phone: (801) 288-8800

Website www.wcgroup.com

Salt Lake County Sheriff

3365 South 900 East #218
Salt Lake City, Ut 84117

Phone: (801) 973-5892

Website: www.slsheriff.org

Department of Alcohol and Beverage Control

1625 South 900 West
Salt Lake City, Ut 84104

Phone: (801) 977-6800

Website: www.alcbev.state.ut.us

Zoning (land use approval)

Contact Salt Lake County Planning and Development Services for verification of compliance with the zoning ordinance.

Planning & Development Services
2001 South State Street #N3600
Salt Lake City, Ut 84109

Phone: (801) 468-2000

Website: www.pwpds.slco.org

Salt Lake County Building Department

You are required to contact this office to schedule an inspection. Your license will not be issued until the inspection has been completed.

Planning & Development Services
2001 South State Street #N3600
Salt Lake City, Ut 84109

Phone: (801) 468-2163

Website: www.pwpds.slco.org

Salt Lake Valley Health

788 East Woodoak Lane (5380 S)
Salt Lake City, Ut 84107 – 6373

Phone: (801) 313-6600

Website: www.abc.utah.gov

Unified Fire Authority

You are required to contact this office to schedule an inspection. Your license will not be issued until the inspection has been completed.

3380 South 900 West
Salt Lake City, Ut 84117

Phone: (801) 743-7230

Website: www.saltlakefiredistrict.org

Department of Agriculture

350 North Redwood Rd
Salt Lake City, Ut 84116

Phone: (801) 538-7159

Website: <http://ag.utah.gov>

Department of Environmental Quality

168 North 1950 West
Salt Lake City, Ut 84114

Phone: (801) 536-4400

Website: www.deq.utah.gov

Division of Corporations and Commercial Codes

160 East 300 South, 2nd Floor
Salt Lake City, UT 84114-6705

Phone: (801) 530-6628

Website: www.dopl.utah.gov

Who Must Register with the Department of Commerce



Who Must Register with the Department of Commerce

The Utah Department of Commerce enhances commerce in Utah by supporting a favorable business climate that protects consumers and encourages the success of Utah businesses and professionals.

In fulfilling its responsibilities, the department licenses many Utahns in various occupations and professions and registers securities offerings, charities, New corporations and business name filings.

The following is a list of various licenses and registrations required by law and handled by the Department. A telephone number is included for easy reference.

Commerce Administration Phone: (801) 530-6701

- New Motor Vehicle Franchise
- Powersport Vehicle Franchise

Division of Public Utilities Phone: (801) 530-6652

- Investor-Owned Water Companies
- Pipeline Operators

Public Utilities – Definition of Applicable Parties

Division of Securities Phone: (801) 530-6600

- Broker-Dealers
- Broker-Dealer Agents
- Certified Dealers
- Certified Investment Advisors
- Fairness Hearings
- Investment Advisors
- Investment Advisors Representatives
- Issuer Agents
- Securities Offerings
- Securities Notice Filings

Division of Consumer Protection Phone: (801) 530-6601

- Business Opportunities
- Charities
- Credit Service Organizations
- Health Spas
- Professional Fundraisers
- Post Secondary Proprietary Schools
- Telemarketers

Division of Corporations and Commercial Code Phone: (801) 530-4849 or Toll Free: (877) 526-3994

- Business Name Filings
- Corporations
- Limited Liability Companies
- Limited Liability Partnerships
- Limited Partnerships
- TradeMarks
- Collections Agencies
- Uniform Commercial Code
- Central Filing System
- Digital Signature Licensing

Division of Real Estate Phone: (801) 530-6747

- Appraisers
- Appraiser Expert Witnesses
- Camp Resorts
- Mortgage Lender Agents
- Mortgage Lender Companies
- Principal Lending Managers
- Property Managers
- Real Estate Sales Agents, Brokers and companies
- Subdivisions
- Timeshares

Division of Occupational and Professional Licensing Phone: (801) 530-6628

- Acupuncturist
- Advanced Practice Registered Nurse
- Alternate Dispute Resolution Provider
- Architect
- Athletic Agent
- Athletic Trainer
- Audiologist
- Building Inspector
- Burglar Alarm Company
- Burglar Alarm Company Agent
- C.P.A. Firm
- Certified Court Reporter
- Certified Dietician
- Certified Nurse Midwife
- Certified Public Accountant
- Certified Registered Nurse Anesthetist
- Certified Social Worker
- Chiropractic Physician
- Clinical Social Worker
- Contract Security Company
- Contractor
- Controlled Substance Handler
- Controlled Substance Precursor
- Cosmetologist / Barber
- Cosmetologist / Barber Instructor
- Cosmetologist / Barber School
- Deception Detection Examiner
- Dental Hygienist
- Dentist
- Direct Entry Midwife
- Electrician
- Pre-Need Provider
- Pre-Need Sales Agent
- Electrologist
- Electrologist Instructor
- Electrology School
- Environmental Health Scientist
- Esthetician
- Esthetician Instructor
- Esthetics School
- Factory Built housing Dealer
- Funeral Service Apprentice / Director / Establishment
- Genetic Counselor
- Health Facility Administrator
- Hearing Instrument Specialist
- Landscape Architect
- Licensed Practical Nurse
- Licensed Substance Abuse Counselor
- Marriage and Family Therapist
- Master Esthetician
- Medication Aide – Certified
- Nail Technician
- Nail Technology Instructor
- Nail Technology School
- Naturopathic Physician
- Occupational Therapist
- Optometrist
- Osteopathic Physician and Surgeon
- Pharmacist
- Pharmacy
- Pharmacy Intern
- Pharmacy Technician
- Physical Therapist
- Physician and Surgeon