



Tooele City Corporation

**90 North Main Street, Suite 108 Tooele,
Utah 84074**

Phone: (435) 843-2110

E-mail: businesslicense@tooelecity.org

Commercial Business License Check List

- _____ 1. Register your business name with the State of Utah toll-free at (877) 526-3994 OR online at <https://secure.utah.gov/osbr-user/user/welcome.html>
- _____ 2. Register your business with the Utah State Tax Commission www.utah.tax.gov or toll-free at (801) 297-2200 OR (877) 662-4335
- _____ 3. Pick up Business License Application from the Business Licensing Specialist, Suite 108 OR you can find it on the Tooele City website: <https://tooelecity.org/city-departments/business-licensing/> OR register your business online at <https://www.municipalonlinepayments.com/tooeleut>
- _____ 4. Comply with the Planning & Zoning Department. (435) 843-2132
- _____ 5. Comply with Tooele City Building Department Regulations. If an inspection is needed, the first inspection is complimentary. **If additional inspections are needed, they are \$50.00 for each inspection thereafter.** (435) 843-2132
- _____ 6. Comply with Fire Department Regulations, if applicable. They will contact you to schedule an inspection, if one is required as they are all volunteer.
- _____ 7. If food related, comply with Health Department Regulations: Food Manager Certification, if applicable. http://health.utah.gov/epi/community/sanitation/foodSafety/food_safety_managerCert.html (435) 277-2440
- _____ 8. If food related, Wastewater Treatment Plant Regulations will need to be complied with: Possible annual grease interceptor fee of \$70 OR grease separator fee of \$35.
- _____ 9. When license has been approved by all departments, pay Business License Fee in the Tooele City Finance Department. The licensing fee is \$40 including \$3 for EACH employee. (ALL BUSINESS LICENSES EXPIRE December 31st of each year)

If the business is alcohol or tobacco related (restaurant, retail or convenience store) please contact the Business License Specialist at the phone number or e-mail at the top of this form.

*When ALL Departments have completed their inspections and given approval,
the business license will then be issued once fees are paid.*

NOTE: We encourage copies of current Tax ID & Business Registration Information with the State of Utah