



**Tooele City Corporation**  
**90 North Main Street, Suite 108**  
**Tooele, Utah 84074**  
**Phone: (435) 843-2110**  
**e-mail: [businesslicense@tooelecity.org](mailto:businesslicense@tooelecity.org)**

## **Home Occupation 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](http://www.utah.tax.gov) or toll-free at (801) 297-2200 OR (877) 662-4335
- \_\_\_\_\_ 3. Pick up Business License Application from the Tooele City Business License Specialist, Suite 108 OR the Tooele City website: <https://tooelecity.org/city-departments/business-licensing/> OR register your business online at <https://www.municipalonlinepayments.com/tooeleut>
- \_\_\_\_\_ 4. Provide copy of State DOPL (Department of Professional Licensing) License, if applicable. (Contractor, Cosmetologist, Massage, Daycare, Real Estate) (801) 530-6628
- \_\_\_\_\_ 5. Comply with the Planning & Zoning Department and applicable Ordinances. (435) 843-2132
- \_\_\_\_\_ 6. 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
- \_\_\_\_\_ 7. Comply with Fire Department Regulations, if applicable.(Day care/Preschools) They will contact you to schedule an inspection, if one is required.
- \_\_\_\_\_ 8. Comply with Health Department Regulations, if applicable. (Restaurants, Food Trucks, Salons, Microblading, Tattooing (Cosmetic, too), Massage, Daycare/Preschools, etc.) (435) 277-2440
- \_\_\_\_\_ 9. When license has been reviewed by all departments (as needed/required), you will be contacted regarding if your license has been approved or denied. (ALL BUSINESS LICENSES EXPIRE December 31<sup>st</sup> of each year)

**Please contact the Business License Specialist with any questions you may have.**

*When ALL Departments have completed their inspections and given approval,  
The business license will then be issued.*

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