

# **Commercial Business License Application Check List**

## **MAKE COPIES OF ALL REQUIRED DOCUMENTS!!**

It is the responsibility of the applicant to provide COPIES of ALL required documents. COPIES WILL NOT BE MADE FOR YOU AND ORIGINAL DOCUMENTS WILL NOT BE GIVEN BACK!! Failure to provide these documents will result in the inability to apply for a business license until a later time when these documents can be provided.

## **DOCUMENTS REQUIRED AT TIME OF APPLICATION:**

- COPY** of proof of name registration issued by the Department of Commerce
- COPY** State and Federal Tax ID forms (These are not the same as name registration documents.)
- COPY** Articles of Incorporation (LLC and Corporations)
- COPY** of current State of Utah Professional License if applicable (Expired Licenses are not acceptable.)
- COMPLETED** copy of application. Fields asking for Professional License Number/Expiration, Tax information, Date of Birth, and ID number are NOT optional. Incomplete applications will be denied.
- SIGNED AND NOTARIZED** check cashing affidavit. (You can get this document signed and notarized at City Hall.)

## For Your Information:

- Once a business license application and fees are submitted processing can take approximately 2 weeks. Applications requiring Conditional Use Permits and Health Department approval may take longer
- Every commercial location must be inspected by the Building Department and Fire Department before a license can be issued. It is the responsibility of the applicant to schedule these inspections.
- Renewal Fees are due every January 15<sup>th</sup>

# Departmental Contact List

- **DEPARTMENT OF COMMERCE**

All persons or partners doing business in Utah under an assumed business name must register with the Department of Commerce.

Place: Heber Wells Building, 160 East 300 South

Phone: (801) 530-4849 <https://secure.utah.gov/osbr-user/user/welcome.html>

- **FEDERAL EMPLOYER'S TAX I.D. NUMBER**

Every person without a previous tax number who pays wages to one or more employees or is required to file any federal reports must apply for a tax number on Form SS-4 with the IRS.

Place: 50 South 200 East

Phone: 1-800-829-1040 [www.irs.ustreas.gov/formspubs/index.html](http://www.irs.ustreas.gov/formspubs/index.html)

Contact the IRS for information related to income, excise, self-employment and other federal taxes. The IRS also provides a Business Tax Kit and Tax Seminar for businesses. The seminar will provide you with basic instructions and forms for reporting federal taxes on your business.

Place: 50 South 200 East

Phone: 1-800-829-1040 [www.irs.gov](http://www.irs.gov)

- **STATE TAX INFORMATION**

For information related to income tax, sales and use taxes, and other applicable state taxes as well as information concerning applications for a state tax number contact the Utah State Tax Commission.

Place: 210 North 1950 West

Phone: (801) 297-2200

[www.tax.utah.gov](http://www.tax.utah.gov)

- **HEALTH DEPARTMENT SERVICES**

Place: 788 East Woodoak Lane (5400 South) Environmental Health

Place: 2001 South State Street, S2500 – Administrative Services

Phone: 385-468-3835

<http://slcohealth.org/>

- **UNIFIED FIRE AUTHORITY**

Place: 3380 South 900 West

Area Inspector – Dick Hekker

Phone: 801-205-4072

[dhekker@ufa-slco.org](mailto:dhekker@ufa-slco.org)

- **MIDVALE CITY BUILDING DEPARTMENT**

Place: 7505 S. Holden St. (700 West)

Phone: 801-567-7212

[wball@midvale.com](mailto:wball@midvale.com)

\*\*Applicant must pay all business licensing fees and move into commercial location before calling to schedule inspection.\*\*

# Business License Fee Schedule

Effective Date: 07/01/2015

<b>Commercial Business</b>	<b>Number</b>	<b>Fee</b>	<b>Total</b>
Base Fee	X	\$137.00	\$
Renewal Fee	X	\$19.00	\$
Solicitor (New App. and Renewal)	X	\$45.00	\$
SOB (Principal, Escort, Driver, Body Guard)	X	\$84.00 each	\$

<b>Booth Rental</b>	<b>Number</b>	<b>Fee</b>	<b>Total</b>
New Application Fee	X	\$68.00	\$
Renewal Fee	X	\$19.00	\$

<b>Home Business</b>	<b>Number</b>	<b>Fee</b>	<b>Total</b>
Base Fee	X	\$94.00	\$
Renewal Fee	X	\$19.00	\$

<b>Good Landlord</b>	<b># of Units</b>	<b>Fee Per Unit</b>	<b>Total</b>
New Application Base Fee	X	\$143.00	\$
Renewal Base Fee	X	\$102.00	\$
Good Landlord Program Reduction	X	\$7.00	\$
Non-Program Apartments 3+	X	\$33.00	\$
Non-Program Duplex	X	\$42.00	\$
Non-Program Single Family	X	\$80.00	\$

<b>Other Variable Fees:</b>	<b>Number</b>	<b>Fee</b>	<b>Total</b>
Alcohol Establishment	X	\$300.00	\$
Bar/Lounge	X	\$215.00	\$
Big Box Retail	X	\$400.00	\$
Commercial Retail	X	\$110.00	\$
Convenience/Gas	X	\$100.00	\$
Construction/Contractor	X	\$50.00	\$
Education	X	\$500.00	\$
Health	X	\$500.00	\$
Hotels/Motels	X	\$180.00	\$
Pawn Shop	X	\$400.00	\$
Personal Services	X	\$50.00	\$
Professional Services	X	\$30.00	\$
Restaurant/Food Establishment	X	\$300.00	\$
Storage Units	X	\$330.00	\$
Taxi	X	\$60.00 Per Vehicle	\$
Tobacco Specialty Business Fee	X	\$22.00	\$
Vending Carts	X	\$18.00	\$

## Bonding Schedule

Christmas tree sales	\$200.00
Auctions and auctioneers	\$1,000.00
Pawn shops, secondhand dealers	\$1,000.00
Public recreation	\$1,000,000.00 bodily injury (per person and per occasion)
	\$1,000,000.00 property damage
Fireworks	\$1,000.00
Sexually oriented businesses	\$2,000.00 (replenishable)



**Midvale City**  
**7505 S Holden St**  
**801-567-7200**

## BUSINESS LICENSE APPLICATION

**\*\*OFFICIAL USE ONLY\*\***

License Number: <input type="checkbox"/> New Application <input type="checkbox"/> Change Owner/Location <input type="checkbox"/> Other Notes: _____	<table style="width: 100%;"> <tr> <td colspan="2" style="text-align: center;"><b>Approvals</b></td> </tr> <tr> <td>Building: _____</td> <td>Date: _____ SVWR: _____</td> </tr> <tr> <td>Fire: _____</td> <td>Date: _____ Zoning: _____</td> </tr> <tr> <td>Code Enf.: _____</td> <td>Date: _____ Parcel ID # _____</td> </tr> <tr> <td>Health: _____</td> <td>Date: _____ Zone: _____</td> </tr> </table>	<b>Approvals</b>		Building: _____	Date: _____ SVWR: _____	Fire: _____	Date: _____ Zoning: _____	Code Enf.: _____	Date: _____ Parcel ID # _____	Health: _____	Date: _____ Zone: _____
<b>Approvals</b>											
Building: _____	Date: _____ SVWR: _____										
Fire: _____	Date: _____ Zoning: _____										
Code Enf.: _____	Date: _____ Parcel ID # _____										
Health: _____	Date: _____ Zone: _____										

License Type: <input type="checkbox"/> Home <input type="checkbox"/> Commercial Is this a new type of Business at this Location: <input type="checkbox"/> Yes <input type="checkbox"/> No Ownership: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <small>*LLC, Corporations &amp; Partnerships must provide articles of incorporation</small> Hours of Operation: _____	Is Business Name Registered with the State: <input type="checkbox"/> Yes <input type="checkbox"/> No Federal Tax ID#/SS# _____ Utah Sales Tax # _____ Professional License # & Type (if Applicable) _____ EPA Hazardous Materials on Site: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Business Name:	DBA Name:		
Business Address: (Physical, no PO Box or Virtual Office)			
Mailing Address (if different):			
Business Phone:	E-Mail Address:		
Description of Business Activities:			
Emergency Contact:	Phone:		
<b>Information of Owner, Partner, or Corporate Officers and a Local Manager</b>			
Name:	Title:	Name:	Title:
Home Address		Home Address:	
City/State/Zip		City/State/Zip	
DL# Number:	D.O.B.	DL# Number:	DOB
Phone:	E-Mail:	Phone:	E-Mail:
<b>Property Owner Information</b>		<b>Fee Amount</b>	
Name:		Base Fee	_____
Address:		Bond	_____
City/State/Zip:		Variable Fee(s)	_____
			_____
		Total	_____

The foregoing information is correct to the best of my knowledge. I am aware that this application does not authorize conducting business until approved by Midvale City and a license has been issued. I also agree to conduct said business strictly in accordance with the laws and ordinances covering such business, and that no other type of business will be conducted other than what has been stated above. **It is the responsibility of the licensee to renew the license, failure to receive notice does not excuse this responsibility.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## Check Cashing Business Prohibited

Under the Midvale Municipal Code, check cashing and deferred deposit loans have been defined as:

**“Check cashing”** means cashing a check for consideration or extending a deferred deposit loan and shall include any other similar types of businesses licensed by the state pursuant to the Check Cashing Registration Act. The term “check cashing” shall not include fully automated stand-alone services located inside of an existing building, so long as the automated service incorporates no signage in the windows or outside of the building. (Midvale Code 17-2-3)

**“Deferred deposit loan”** means a transaction where:

- A. A person presents to a check cashing business a check written on that person’s account; and
- B. The check cashing business:
  - 1. Provides the maker an amount of money that is equal to the face value of the check less any fee or interest charged for the transaction; and
  - 2. Agrees not to cash the check until a specific date. (Midvale Code 17-2-4)

I, \_\_\_\_\_, being duly sworn, depose and say that I am the owner of \_\_\_\_\_ business to be located at \_\_\_\_\_ in Midvale, Utah. This affidavit verifies that the above business does *not* and will *not* include check cashing services, extending deferred deposit loan, or similar types of service as those defined above and as included in the Check Cashing Registration Act (Utah Code Title 7, Chapter 23).

\_\_\_\_\_  
Business Owner Signature  
(MUST BE SIGNED IN PRESENCE OF NOTARY)

\_\_\_\_\_  
Date

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary

Residing in Salt Lake County,  
Utah

My Commission

expires: \_\_\_\_\_

# NOTICE:

If you will be making any structural, electrical, mechanical, or plumbing changes to your building, please make have your licensed contractor talk with the Building Department to get a permit. This must be done before you begin the work.

Midvale City Building Department:

801-567-7210

## **MIDVALE CITY FIRE DEPARTMENT PRE-INSPECTION CHECK LIST**

This is a list of the most common problems found during a fire inspection. This form is provided to you as a courtesy to assist you in preparing for your fire inspection. You may have other problems which relate to your specific occupancy.

### **ADDRESS**

Clearly visible from the roadway ..... UFC 901.4.4

### **BUSINESS LICENSE**

Prominently displayed ..... Midvale City Ordinance

### **ELECTRICAL**

Electrical boxes, outlets and switches properly covered ..... UFC 8504  
 Electrical panels, properly covered and latched ..... UFC 8504  
 Electrical panel accessible (minimum 30 inch clearance) ..... UFC 8509.2  
 Extension cords: temporary use only, no piggy backs ..... UFC 8506.1  
 Electrical multi-plug adapters – Internal circuit breaker UL approved ..... UFC 8502.3  
 Electrical wiring protected or in conduit ..... UFC 8504

### **EXITS**

Exit doors unlocked during business hours ..... UFC 1207.3  
 Exit ways free from obstructions and combustible storage ..... UFC 1203  
 Exit signs present at required exists (six inch minimum letters) ..... UFC 1212  
 Lighted exit signs operating properly ..... UFC 1212.4  
 No storage under unprotected exit stairways ..... UFC 1210.3  
 Aisles leading to exits must be a minimum of 36 inches wide ..... UFC 2501.9

### **EXTINGUISHERS**

Minimum size 2A 10BC ..... UFC 1002  
 Serviced annually or after each use ..... UFC 1002  
 Properly mounted and accessible ..... UFC 1002  
 Correct number, type and size ..... UFC 1002  
 Ansul systems serviced every six months ..... UFC 1101.3

### **HOUSEKEEPING**

Safe and sanitary condition ..... Midvale City Ordinance  
 Dispose of combustible waste daily ..... UFC 1103.2.1.5  
 Exterior free of weeds and litter ..... UFC 1103.2.4  
 Oily rags stored in approved containers ..... UFC 1103.2.1.3

### **MECHANICAL**

No combustible materials stored in furnace or boiler room ..... UFC 1103.3.2.4  
 Furnace, boiler and/or water heater properly vented ..... UFC 1107  
 Gas meter protected and accessible ..... UFC 1106

### **SMOKING**

Prohibited in warehouse storage areas ..... UFC 1109.4

### **SPRINKLER SYSTEMS**

Sprinkler shut off readily accessible ..... UFC 1001.7.1  
 All rooms, closets and stairways shall be properly sprinkled ..... UFC 1003  
 All storage 18 inches below sprinkler head level ..... UFC 1003.3.2.2  
 No objects suspended from sprinkler system ..... UFC 1003

### **STORAGE**

All flammable and combustible liquids to be stored in accordance with the Uniform Fire Code ..... UFC 7901.1.1  
 Compressed gas cylinders must be secured from falling ..... UFC 7401.6.4  
 No combustible storage in unprotected attics and crawl spaces ..... UFC 1103.3.2.5  
 Storage to be maintained two feet or more below ceiling in un-sprinkled building ..... UFC 1103.3.2.2

### **STRUCTURES**

All suspended ceiling panels in place ..... UFC 1112.1  
 Required fire separation intact ..... UFC 1112.1