

# **Home 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.)
- SIGNED AND NOTARIZED** Owner's Covenant Home Occupation Form
- SIGNED** Home Occupation Affidavit Form

### For Your Information:

- Once a business license application and fees are submitted processing can take approximately 2 weeks.
- Renewal Fees are due every January 15<sup>th</sup>

If you have any questions please contact our Business Licensing Department (801)567-7213

## **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/>

# 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: <span style="border: 1px solid black; display: inline-block; width: 80px; height: 30px; vertical-align: middle;"></span>	<input type="checkbox"/> New Application <input type="checkbox"/> Change Owner/Location <input type="checkbox"/> Other	Building: _____ Date: _____ SVWR: _____ Date: _____ Fire: _____ Date: _____ Zoning: _____ Date: _____ Code Enf.: _____ Date: _____ Parcel ID # _____ Health: _____ Date: _____ Zone: _____	<b>Approvals</b> Building: _____ Date: _____ SVWR: _____ Date: _____ Fire: _____ Date: _____ Zoning: _____ Date: _____ Code Enf.: _____ Date: _____ Parcel ID # _____ Health: _____ Date: _____ Zone: _____
Notes: _____			

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:\_\_\_\_\_

**OWNER'S COVENANT  
HOME OCCUPATION**

I, \_\_\_\_\_, being duly sworn, depose and say that I am the owner of  
(Owner Name)

\_\_\_\_\_ business to be located at \_\_\_\_\_  
(Business Name) (Address)

Midvale City, Utah 84047. This business is considered a Home Occupation pursuant to the Midvale City Zoning Ordinance. As the owner of a Home Occupation business, I understand and agree to comply with the following requirements.

1. The business shall not include outdoor storage, outdoor display of merchandise, nor parking/storage of any vehicle in excess of twelve thousand pounds (12,000 lbs) gross vehicle weight;
2. The business shall not include identifying signage in excess of a two (2) square foot name plate, attached to the dwelling;
3. The business is limited to the on-site employment of immediate family, who occupy the dwelling. (This criteria is not intended to limit the number of employees who are engaged in business for the home occupation but work off-premises.);
4. The business shall not alter the residential character or appearance of the dwelling or neighborhood;
5. The business shall not occupy more than twenty-five percent (25%) of the main floor of the dwelling nor more than fifty percent (50%) of the floor area of any garage or outbuilding in which the use is conducted;
6. The business shall not generate business-related vehicular traffic in excess of three (3) vehicles per hour;
7. The business shall not cause a demand for municipal services in excess of that associated with normal residential use;
8. The business shall be enclosed within a structure in complete conformity with the current building, fire, electrical and plumbing codes; and
9. The business is not a mortuary, animal hospital, kennel, clinic, hospital, RV storage yard, junkyard, auto repair service, commercial stable or sexually oriented business.

\_\_\_\_\_  
(Business Owner)

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

\_\_\_\_\_  
(Notary)

Residing in Salt Lake County, Utah  
My commission expires: \_\_\_\_\_



# Midvale City Home Occupation Affidavit

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I, \_\_\_\_\_, hereby acknowledge that the  
(Applicant Name)

owner/manager of \_\_\_\_\_  
(Property Address)

is fully aware that I have applied for a Home Occupation Business License under the

name of \_\_\_\_\_  
(Business Name)

conducting the following business \_\_\_\_\_  
(Nature of Business)

and he/she has no objections.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Property Owner's/Manager's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Property Owner's/Manager's Telephone Number*