



Tooele City Corporation
90 North Main Street
Tooele, Utah 84074
Phone: (435) 843-2110
Fax: (435) 843-2119

Home Occupation Business License Check List

- _____ 1. Register your business with the State of Utah toll-free at (877) 526-3994 OR online at <https://secure.utah.gov/osbr-user/user/welcome.html>
- _____ 2. Pick up Business License Application from the Tooele City Recorder's Office, Suite 227 OR the Tooele City website: <http://tooelecity.org/wp-content/uploads/2015/05/Business-License-Application-Revised-April-2015.pdf>
- _____ 3. Complete the application with a character reference. Notarization is required for ALL applications (We do have notaries in City Hall).
- _____ 4. Provide copy of State License, if applicable (Contractor, cosmetologist, massage, Daycare, Real Estate).
- _____ 5. Comply with the Planning & Zoning Department and applicable Ordinances.
- _____ 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.
- _____ 7. Comply with Fire Department Regulations, if applicable (Daycare/Preschools).
- _____ 8. Comply with Health Department Regulations, if applicable (Salons, Day care/Preschools).
- _____ 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. (Renewable every January).
 - ❖ Recorder's Office: (435) 843-2110 OR lisac@tooelecity.org
 - ❖ Planning & Zoning Department: (435) 843-2130
 - ❖ Building Department: (435) 843-2130
 - ❖ Fire Department: They will contact you to schedule an inspection, if one is required.
 - ❖ Tooele County Health Department: (435) 277-2440

*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