



Tooele City Corporation
90 North Main Street
Tooele, Utah 84074
Phone: (435) 843-2110
e-mail: lisac@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 or toll-free at (801) 297-2200 OR (877) 662-4335
- _____ 3. 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>
- _____ 4. Complete the application with a character reference. Notarization is required for ALL applications. (We do have notaries in City Hall)
- _____ 5. Provide copy of State License, if applicable. (Contractor, cosmetologist, massage, Daycare, Real Estate)
- _____ 6. Comply with the Planning & Zoning Department and applicable Ordinances. (435) 843-2130
- _____ 7. 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) 843-2130
- _____ 8. Comply with Fire Department Regulations, if applicable.(Day care/Preschools) They will contact you to schedule an inspection, if one is required.
- _____ 9. Comply with Health Department Regulations, if applicable. (Salons, Day care/Preschools) (435) 277-2440
- _____ 10. 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)

Please contact the Recorder's Office 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