



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

## **Commercial 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 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. Comply with the Planning & Zoning Department. (435) 843-2130
- \_\_\_\_\_ 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) 843-2130
- \_\_\_\_\_ 7. Comply with Fire Department Regulations, if applicable. They will contact you to schedule an inspection, if one is required.
- \_\_\_\_\_ 8. If food related, comply with Health Department Regulations: Food Manager Certification, if applicable. [http://health.utah.gov/epi/community/sanitation/foodSafety/food\\_safety\\_managerCert.html](http://health.utah.gov/epi/community/sanitation/foodSafety/food_safety_managerCert.html) (435) 277-2440
- \_\_\_\_\_ 9. If food related, Wastewater Treatment Plant Regulations will need to be complied with: Possible annual grease interceptor fee of \$70 OR grease separator fee of \$35.
- \_\_\_\_\_ 10. When license has been approved by all departments, pay Business License Fee in the Tooele City Finance Department. The licensing fee is \$40 including \$3 for EACH employee. (Renewable every January)

**If the business is alcohol or tobacco related (restaurant, retail or convenience store) please contact the Recorder's Office at the phone number or e-mail at the top of this form.**

*When ALL Departments have completed their inspections and given approval,  
the business license will then be issued once fees are paid.*

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