



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

Mobile Food Business Check List

- _____ 1. Register your business name with the State of Utah toll-free at (877) 526-3994 OR online at <https://corporations.utah.gov/contactus.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/2018/07/Business-License-Application-070318.pdf>. Notarization is required for all applications. We have notaries in City Hall, however, if you have access to a notary, you can have the application notarized and then e-mail all documents to the e-mail above.
- _____ 4. Comply with all Health Department Regulations: Food Manager Certification, Food Handler Permits, Commissary, etc.. 151 N Main Street , Tooele, Utah. (435) 277-2440
http://health.utah.gov/epi/community/sanitation/foodSafety/food_safety_managerCert OR
<http://tooelehealth.org/food-booths/>
- _____ 5. Comply with Fire Department Regulations: If a fire inspection is required, they will contact you to schedule an inspection.
- _____ 6. When the business license has been approved, pay the \$40 Business License fee in the Tooele City Finance Department, Suite 118. (Renewable every January/or every season)
- _____ 7. If you have a current business license from another City, please provide a copy of the business license, fire, and health department inspections. (These documents can be e-mailed as well). After reviewing the documents, a \$10 processing fee can be paid in the Tooele City Finance Department, then a Tooele City Business License will be issued.

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

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

**To read the code in its entirety, please reference Tooele City Code Chapter 5 – 26 MOBILE FOOD BUSINESSES
<http://tooelecity.org/city-departments/attorneys-office/city-code/title-5-business-regulation-title-of-tooele-city/title-5-chapter-26-mobile-food-businesses/>**