



Tooele City Corporation
90 North Main Street, Suite 108
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 Business License Specialist, Suite 108 OR the Tooele City website: <https://tooelecity.org/city-departments/business-licensing/> OR register your business online at <https://www.municipalonlinepayments.com/tooeleut>
- _____ 4. Provide copy of State DOPL (Department of Professional Licensing) License, if applicable. (Contractor, Cosmetologist, Massage, Daycare, Real Estate) (801) 530-6628
- _____ 5. Comply with the Planning & Zoning Department and applicable Ordinances. (435) 843-2132
- _____ 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) 843-2132
- _____ 7. Comply with Fire Department Regulations, if applicable.(Day care/Preschools) They will contact you to schedule an inspection, if one is required.
- _____ 8. Comply with Health Department Regulations, if applicable. (Restaurants, Food Trucks, Salons, Microblading, Tattooing (Cosmetic, too), Massage, Daycare/Preschools, etc.) (435) 277-2440
- _____ 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. (ALL BUSINESS LICENSES EXPIRE December 31st of each year)

Please contact the Business License Specialist 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