



COMMERCIAL BUSINESS LICENSE APPLICATION PACKET

- If you're looking for information on starting a new business please refer to www.business.utah.gov.
- All Federal and State requirements pertaining to your business must be completed before submitting your application to Cottonwood Heights.
- To register a new business you can go to www.business.utah.gov/registration for one stop registration.
- Your business name must be registered with the Utah State Department of Commerce, (unless you are doing business under your own name). Verification must be provided
- If applicable you will need an Employer Identification Number, (Federal Tax ID number) and/or a Utah State Sales Tax Numbers.
- If your business or occupation requires State Licensing, (contractor, cosmetology, insurance, etc.). Verification must be provided.
- Bonding and Investigations may be needed, depending on business type.
- All applications must be filled out completely; missing information may cause a delay in processing.
- Licensing Fee: Based on the attached fee schedule.
- Once a business license application and fees are submitted processing can take approximately 3-4 weeks; applications requiring Conditional Use Permits and Health Department approval may take longer.
- If you have any questions please contact Business Licensing at (801)944-7067 or businesslicense@ch.utah.gov.

NEW BUSINESS COMPLIANCE CHECKLIST

This is only a guideline. Depending upon your business type this list may not be complete. Please contact the agencies listed for help in deciding which items apply to your specific business situation. It is the responsibility of the owner/manager to seek out all governmental agencies involved in the regulations of their business.

ZONING

Contact your local zoning office to ensure that your business location is properly zoned for commercial use.

Cottonwood Heights

Place: 1265 East Fort Union Blvd. #250

Phone: (801) 944-7060 mjohnson@ch.utah.gov

REGISTRATION OF A BUSINESS NAME

All persons or partners doing business in Utah under an assumed business name must register with the Department of Commerce. A \$22.00 filing fee is charged.

Place: Heber Wells Building, 160 East 300 South

Phone: (801) 530-4849 www.commerce.utah.gov

FEDERAL EMPLOYER'S TAX I.D. NUMBER

Every person without a previous tax number who pays wages to one or more employees or is required to file any federal reports must apply for a tax number on Form SS-4 with the IRS.

Place: 50 South 200 East

Phone: 1-800-829-1040 www.irs.ustreas.gov/formspubs/index.html

Contact the IRS for information related to income, excise, self-employment and other federal taxes. The IRS also provides a Business Tax Kit and Tax Seminar for businesses. The seminar will provide you with basic instructions and forms for reporting federal taxes on your business.

Place: 50 South 200 East

Phone: 1-800-829-1040 www.irs.gov

STATE TAX INFORMATION

For information related to income tax, sales and use taxes, and other applicable state taxes as well as information concerning applications for a state tax number contact the Utah State Tax Commission.

Place: 210 North 1950 West

Phone: (801) 297-2200 www.tax.utah.gov

STATE BUSINESS LICENSE

Under certain circumstances, a special state business license may be required for your business. Usually, only professionals need a state business license, i.e. CPA's, doctors, contractors, etc.

Place: Heber Wells Building, 160 East 300 South

Phone: (801) 530-6628 www.dopl.utah.gov

HEALTH DEPARTMENT SERVICES

Place: 788 East Woodoak Lane (5400 South)

Environmental Health/Food Protection

Phone: 385-468-4100

www.slvhealth.org/eh

ALCOHOLIC BEVERAGE CONTROL

Contact the State Department of Alcoholic Beverage Control if you plan on selling **ANY ALCOHOL OR BEER** on premise.

Place: 1625 South 900 West

Phone: (801) 977-6800 www.abc.utah.gov

UTAH STATE CHILD CARE

Contact the State Office of Licensing if you plan on opening a child care/day care center at your home or in a commercial location.

OFFICE OF LICENSING:

Place: 288 North 1460 W

Phone: (801) 273-6617 <http://health.utah.gov/licensing/Apply.htm>

MOTOR VEHICLE ENFORCEMENT

Contact the DMV for dealer, auto body, and vehicle licensing.

Place: 210 North 1950 West

Phone: (801) 297-7780

MINIMUM WAGE LAWS

Many businesses are subject to federal minimum wage, overtime and child labor law regulations. Contact the U.S. Department of Labor, Wage, Hour and Public Contracts Division.

Place: 60 E South Temple St. Suite 575: www.dol.gov/dol/topic/wages/minimumwage.htm

Phone: (801) 524-5706 State: <http://jobs.utah.gov/opencms/wi/pubs/wni/>

UNEMPLOYMENT INSURANCE

Unemployment insurance, both state and federal, is generally required in firms with one or more employees. Contact the Department of Workforce Services.

Place: 720 South 200 E

Phone: 801-526-9675 <https://jobs.utah.gov/UI/Employer/EmployerHome.aspx>

WORKERS COMPENSATION FUND

Workers compensation insurance is required of all employers. Insurance may be obtained from private companies or the State Insurance Fund. Contact the Industrial Commission Workers Compensation Division. Businesses without employees may be required to complete an exclusion policy.

Place: 100 W Town Ridge Pkwy

Phone: (800) 446-2667 <https://www.wcgroup.com/contact-us>

PROPERTY TAXES

Property taxes are levied on land, building and equipment used in business. Contact the County Assessor.

Place: 2001 South State Street

Phone: (385) 468-8000 www.assessor.slco.org

For cost or price, contact the Treasurer's Office at (801) 468-3400.

BUREAU OF CRIMINAL IDENTIFICATION

Contact BCI for a criminal history disclosure, i.e. felony or misdemeanor citations, etc.

Place: 3888 West 5400 South

Phone: (801) 965-4445 www.bci.utah.gov

TOBACCO/CIGARETTES SALES

If you sell cigarettes and/or tobacco you must obtain a license from the Utah State Tax Commission.

Place: 210 North 1950 West

Phone: (801) 297-3540 www.tax.utah.gov/tobacco

IMPORT/EXPORT LICENSING

If you are interested in importing or exporting into Utah contact the following agencies for rules and regulations.

US Customs:

Importing www.customs.gov/xp/cgov/import/

Exporting www.customs.gov/xp/cgov/export/

Utah Exporting:

<http://www.buyusa.gov/utah/>

BULK SALES ACT

When purchasing a business, the purchaser is potentially subject to liability for all debts of the acquired business. Compliance with the Utah Bulk Sales Act is a means of limiting this liability. Seek competent legal advice in order to comply with this act.

SAFETY REGULATIONS

Contact the Department of Occupational Safety and Health (UOSHA)

Place: Heber Wells Building, 160 East 300 South

Phone: (801) 530-6901 <http://laborcommission.utah.gov/UOSH/index.html>

BETTER BUSINESS BUREAU

(801) 892-6009

DIVISION OF REAL ESTATE

(801) 530-6747

CONSUMER PROTECTION

(801) 530-6601

INSURANCE DIVISION

(801) 538-3800

DEPARTMENT OF AGRICULTURE

(801) 538-7100

SOCIAL SECURITY

(801) 268-1060

DIVISION OF FINANCE

(801) 538-8838

GENERAL ADMINISTRATION FEES

All business licensees are subject to the following general administration fees, which are levied and imposed to cover the city's administrative costs associated with its business licensing activities.

	Base Fee
New Business Fee (Commercial)	\$170.00
Renewal Fee (Commercial)	\$120.00
New / Renewal Home Occupation Fee	\$100.00
New / Renewal Home Occupation Fee (Grossing less than \$1500 per year)	\$ 50.00
Temporary License Fee	\$ 80.00
Special Event License Fee	\$100.00

DISPROPORTIONATE FEES BASED ON SPECIAL REGULATIONS/INSPECTIONS AND DISPROPORTIONATE FEES BASED ON DISPROPORTIONATE CALLS FOR SERVICE

The following business license fees are in addition to the general administration fees specified above, and are charged to recover the city's disproportionate cost of special regulations/inspections and 25% of the disproportionate cost of calls for service from police and fire departments that exceeds the basic level of such services provided in the city. Total business license fees are determined by adding the general administration fee, any applicable disproportionate fees, and any enhanced level of service fees applicable to a business; provided, however, that for the business classifications specified below, such total is restricted to 125% of the average total business license fees paid in 2006 by businesses of the same classification. The business classifications to which the 125% limit applies, and the dollar amount of the limit for each such business classification, is shown below.

	Special Regulation/ Inspection	Disproportionate Calls for Service	125% Limit*
Apartments	\$25 per location		Does not apply
Alcohol	\$443 per location		Does not apply
Assisted Living/Nursing Homes	\$150 per location	\$2.50 per bed	Does not apply
Big Box Retail (40,000, or more sq feet of floor area)	\$265 per location	\$8.75 per employee	Does not apply
Commercial Day Care/Preschool	\$555 per location	\$60 per location	\$297
Home Day Care/Preschool	\$555 per location		\$153
Convenience Store/Service Stations	\$133 per location	\$477 per location	\$980
Financial Services	\$208 per location	\$224 per location	Does not apply
Retail Fireworks	\$38 per location		Does not apply
Food and Grocery Stores	\$265 per location	\$1,615 per location	\$2,417
Medical Services		\$50 per location	Does not apply
Pawn Brokers	\$340 per location	\$410 per location	Does not apply
Pharmacies	\$40 per location		Does not apply
Private Clubs	\$265 per location	\$1,197 per location	\$1,051
Repair and Maintenance (Motor Vehicle)		\$150 per location	\$176
Restaurants (without Alcohol)	\$265 per location	\$195 per location	\$471
Restaurants (with Alcohol)	\$265 per location	\$195 per location	\$1015
Sexually Oriented Businesses		\$1,650 per location	Does not apply
Short Term Rentals – Conditional Use Permit	\$350 per unit		Does not apply
Special Events	\$168 per event		Does not apply
Solicitors	\$25 per solicitor		Does not apply

* This 125% Limit applies to the total aggregate fee which includes all administration fees, regulatory and inspection fees and disproportionate (call for services) fees. For example, a grocery store would have a administrative fee of \$120 an inspection fee of \$265, and if they sell alcohol a regulatory fee of \$443, and if they sell fire works a regulatory fee of \$38 and a fee to cover 25% of disproportionate calls for service of \$1,615, all totaling \$2,480. The \$125 limit would apply and that limit would be \$2,417.

ADDITIONS MADE THAT ARE NOT IN THE CODE*

Business License Application



**COTTONWOOD HEIGHTS
BUSINESS LICENSE APPLICATION**
 1265 E Fort Union Blvd #250
 Cottonwood Heights, UT 84047
 p.801.944.7067 f.801.944.7007
 businesslicense@ch.utah.gov

***** OFFICIAL USE ONLY *****

License Number _____

New Application
 Change of Owner/Location
 Other _____

Home/Residential Commercial

Ownership: Sole Proprietor Partnership LLC Corporation
*LLC, Corporations & Partnerships must provide a current list of Corporate Officers, Partners, Members, Directors & Registered Agents.

Federal Tax ID# _____
 Utah Sales Tax # _____
 State License # & Type (if Applicable) _____

Business Name _____ # of Employees

Business Address (Physical, no PO Box) _____ Business Phone # _____

Mailing Address (if different) _____ E-mail Address _____

Description of Business Activities _____ If home occupation, please indicate, Home Office Only _____ Will Clients visit your home? Yes No _____

After Hours Emergency Contact _____ Phone _____

Enter Below the names of Owners, Partners, or Corporate Officers and a Local Manager

Name	Title	Name	Title
_____	_____	_____	_____
Home Address		Home Address	
_____		_____	
City	State	Zip	
_____	_____	_____	_____
Home Phone	Date of Birth	Home Phone	Date of Birth
_____	_____	_____	_____
Drivers License #/Work ID #		Drivers License #/Work ID #	
_____		_____	

	Fee Amount
Commercial _____	\$ _____
Home _____	_____
Other _____	_____
Other _____	_____
Total Fees	\$ _____
Credit Card # _____	_____
(Exclude Am Express) Exp. Date _____	CVV _____

***** OFFICIAL USE ONLY *****

Approvals _____
 Zoning _____
 Code Enforcement _____
 Fire _____
 Police _____
 Health _____

The foregoing information is correct to the best of my knowledge. I am aware that this application does not authorize conducting business until approved by Cottonwood Heights and a license has been issued. I also agree to conduct said business strictly in accordance with the laws and ordinances covering such business, and that no other type of business will be conducted other than what has been state above. It is the responsibility of the licensee to renew the license, failure to receive notice does not excuse this responsibility.

Signature _____ Title _____ Date _____