



Business Licensing
7505 S Holden Street
Midvale UT 84047
801-567-7200 ext. 1017
Midvale.Utah.gov

Commercial Business License Application

Overview

Before a business may operate in Midvale City an active business license is required. A new license application is also required for new ownership and new locations as licenses are non-transferable for these changes. Commercial business licenses expire on December 31st of each year regardless of when a business owner received the business license during the year. Corresponding renewal fees must be paid prior to the license expiration date for the license to remain active.

PLEASE NOTE: Fees will not be accepted when submitting the application. An invoice will be sent to you after an initial review of the application. For the most current fee schedule, please see “Commercial Business License Fee Schedule” page in this document.

Contents:

- Steps to Obtain a Commercial Business License
- Commercial Business License Application
- Commercial Business License Fee Schedule
- Examples of Business Fees
- Business License Workflow



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Steps to Obtain a Commercial Business License

Step 1: Find a Location and Verify Zoning

Before proceeding with your business idea, you should verify your business will fully comply with all land use and zoning ordinances at the desired location in Midvale. Contact the Planning Department with any questions about land use and zoning at [801-567-7200](tel:801-567-7200) ext. 1018 or planning@midvaleut.gov.

Step 2: Finish Construction and Receive Approval from the Building Department

Before applying for the business license, any construction including structural, electrical, mechanical, or plumbing changes to the building must be done and approved by our Building Department. You can apply for a building permit and request building inspections on our website. They can be found on the "[Building & Safety](#)" webpage. If you have any questions, please contact our Building Department at [801-567-7200](tel:801-567-7200) ext. 1016 or buildingpermit@midvaleut.gov.

Step 3: Apply for a Sign Permit for Any Modified or New Signage

Apply for a sign permit if making any modifications to signs or installing new signage. To apply you will need to apply for a building permit. You can do this by going to our website. It can be found on the "[Building & Safety](#)" webpage. You will also need to go to this webpage to schedule inspections when the sign is done. For details on documents required when submitting the permit, please go to the "[Sign Regulations](#)" page of our website (located under the Planning Department) and select "Sign Permit Procedure." If you have any questions, please contact our Planning Department at [801-567-7200](tel:801-567-7200) ext. 1018 or planning@midvaleut.gov.

Step 4: Register Your Business Name With The State Of Utah

Register your business with the State of Utah by using the [OneStop Business Registration](#) website. This site will allow you to register your new business with the Utah State Tax Commission, Utah Department of Commerce, and Utah Department of Workforce Services. If your business type is a sole proprietorship, you still must register with the state. Instead of using the OneStop Business Registration, you will register as a [DBA](#). **Keep in mind when registering your business with the state, you must have the Midvale City address as your business address.** If you already have a state registration and do not desire to update that address to Midvale, you will need to apply for a [DBA](#) with the correct Midvale City business address listed.

If you have questions about how to register with the state, please contact the Utah Department of Commerce at [801-530-4849](tel:801-530-4849). You can also visit them in person at the address 160 E 300 S SLC. Please note the entity number you are given as this will need to be provided on the business license application.



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Step 5: Apply for a Sales and Use Tax Account

If you are selling products as part of the business, or providing [certain services](#), you must [register](#) with the Utah State Tax Commission (Sales and Use Tax Account) and have your Midvale City business address listed as the tax outlet location. If you already have a Sales and Use Tax Account for your business, please make sure the Midvale business address is added as a tax outlet. You can add it by filling out the Utah State Tax Commission's [TC-69B](#) form.

If you have questions about applying for a Sales and Use Tax Account or filling out the TC-69B form, please contact the Utah State Tax Commission at [\(801\) 297-2200](#). You can also visit them in person at the address 210 N 1950 W SLC. Please note your State Sales Tax ID Number (if you don't already have it) when you receive it from the Utah State Tax Commission as this will need to be provided on the business license application.

Step 6: Obtain a Federal Employer Tax Identification Number (FEIN)

Obtain a [Federal Employer Tax Identification Number](#) if paying wages to one or more employees or required to file any federal reports. Please note your FEIN when you receive it as it will need to be provided on the business license application. If your business type is a sole proprietorship or your business is not required to have an FEIN, please list your Social Security Number on the application.

Step 7: Obtain all Relevant County, State, and Federal Licenses/Permits

Some businesses may be required to obtain county, state, or federal licenses/permits for their business type. Listed below are links to help you know where to apply for some of these licenses and permits if your business type requires it. The list is not exhaustive, and you are responsible for making sure you are licensed/permitted with all relevant county, state, and federal governments. Please note the license/permit number as it will need to be provided on the business license application.

- [Salt Lake County Health Department](#)
- [US Bureau of Alcohol, Tobacco, Firearms and Explosives](#) (ATF)
- [Utah Division of Occupational and Professional Licensing](#) (DOPL)
- [Utah Division of Real Estate](#)
- [Utah Department of Agriculture and Food](#) (UDAF)
- [Utah Department of Alcoholic Beverage Services](#) (DABS)*
- [Utah Department of Health & Human Services](#) (DHHS)
- [Utah Insurance Department](#)

*A commercial business selling alcohol must also apply for an alcohol license with the city. The Utah Department of Alcoholic Beverage Services (DABS) alcohol license will be required to



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obtain a city alcohol license. A temporary alcohol license can be issued before we receive the DABS license if all other requirements are met. Please see the city's [Alcohol License Application](#) for details.

Step 8: Submit a Midvale City Business License Application

Fill out application (on next page) and submit to businesslicense@midvaleut.gov or drop off in person at Midvale City Hall (second floor – Community Development).

All steps except for applying for a sign permit must be done prior to submitting the application. The application will not be processed if any items are missing.

Summary of Items to Be Done Prior to Submitting Application:

- ☐ Verify location and zoning
- ☐ Finish construction and have it approved
- ☐ Register business name/address with the state
- ☐ Apply for a Sales and Use Tax Account (if applicable)
- ☐ Obtain a FEIN (if applicable)
- ☐ Obtain all relevant county, state, or federal licenses/permits



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OFFICE USE ONLY

Business License Number

Commercial Business License Application

Business Information

Please select your business type:

☐ Commercial ☐ Home Occupation ☐ Solicitor ☐ Booth Rental ☐ Alcohol

Legal Business Name

DBA/Public Business Name

Utah Department of Commerce Entity Number

Federal Employer Tax Identification Number (FEIN)
OR Social Security Number (SSN)

Please select your ownership type:

☐ Corporation ☐ LLC ☐ Partnership ☐ Sole Proprietorship

Business Address (must be a physical address within Midvale City limits, cannot be a PO Box)

Mailing Address (if different than physical address)

Business Website

Does your business require you to have a special license issued by the county, state, or federal government?

☐ Yes ☐ No

If you answered "Yes" to the previous question, which agency is your professional license with? (e.g. Utah Division of Professional Licensing (DOPL), Utah Department of Health and Human Services (DHHS), Utah Real Estate Division, etc.)

Please list the professional license number:

Please describe in detail the business activity you will perform:



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Are you selling products as part of the business?

☐ Yes ☐ No

State Sales Tax ID Number (please list if selling products or goods, or doing certain services e.g. 99999999-999-STC)

Business Contact Information (this should be the best contact information regarding any business license questions we have)

Business Phone

Additional Business Phone

Business Email Address

Owner Information

Name

Address

Phone

Email

Other Contact Information

Name

Title

Address

Phone

Email

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 Midvale City and an active license has been issued. I 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 stated above. I also agree to receive renewal notices from Midvale city. **I understand it is the responsibility of the business to renew the license with any applicable updated business information before December 31st of each year, failure to receive notice does not excuse this responsibility.**

Signature

Date



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Commercial Business License Fee Schedule

Fees will not be accepted when submitting the application. An invoice will be sent to you after an initial review of the application.

Fees have a base fee and a variable fee associated with them. In rare cases there is also a bond that may apply. Nonprofits only pay the base fee when first applying and are not charged renewal fees.

Base Fees:

- Commercial Business New Application Base Fee: \$137
- Commercial Business Renewal Base Fee: \$19

Variable Fees:

- Bar/Lounge: \$215
- Big Box Retail: \$400
- Commercial Retail: \$110
- Convenience/Gas: \$100
- Construction/Contractor: \$50
- Education: \$500
- Food Trucks: \$25 *Food Trucks must also pay the Restaurant/Food Establishment variable fee in addition to this fee.
- Food Cart/Trailer: \$18
*Food Carts must also pay the Restaurant/Food Establishment variable fee in addition to this fee
- Health: \$500
- Hotels/Motels: \$180
- Pawn Shops: \$400
- Personal Services: \$50
- Professional Services: \$30
- Restaurant/Food Establishment: \$300
- Storage Units: \$330
- Taxi: \$60 Per Vehicle
- Tobacco Specialty Business Fee: \$22
*Tobacco retailers must also pay the Commercial Retail variable fee in addition to this fee

Commercial Business Bonding Schedule:

- Auctions and Auctioneers: \$1,000
- Pawn Shops/Secondhand Dealers: \$1,000
- Sexually Oriented Businesses: \$2,000 (replenishable)

*"Personal Services" includes Auto Body Repair, Barber/Beauty Salons, Car Washes, etc. Please note: Most businesses that do not fall under any of the above variable fee categories will be placed under "Personal Services".

**"Professional Services" includes Financial Institutions, Insurance, Loans, Mortgage Lending, Attorney, Consultant, etc.

***Daycares and childcare facilities fall under the "Education" category.



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Example of Business Fees

Construction Company New Application: Base Fee: \$137 Variable Fee (Construction/Contractor): \$50 Total Fee: \$187	Construction Company Renewal: Base Fee: \$19 Variable Fee (Construction/Contractor): \$50 Total Fee: \$69
Administrative Office New Application: Base Fee: \$137 Variable Fee (Personal Services): \$50 Total Fee: \$187	Administrative Office Renewal: Base Fee: \$19 Variable Fee (Personal Services): \$50 Total Fee: \$69
Daycare New Application: Base Fee: \$137 Variable Fee (Education): \$500 Total Fee: \$637	Daycare Renewal: Base Fee: \$19 Variable Fee (Education): \$500 Total Fee: \$519
Tattoo Shop New Application: Base Fee: \$137 Variable Fee (Personal Services): \$50 Total Fee: \$187	Tattoo Shop Renewal: Base Fee: \$19 Variable Fee (Personal Services): \$50 Total Fee: \$69
Hair Salon New Application: Base Fee: \$137 Variable Fee (Personal Services): \$50 Total Fee: \$187	Hair Salon Renewal: Base Fee: \$19 Variable Fee (Personal Services): \$50 Total Fee: \$69
Food Trucks New Application: Base Fee: \$137 Variable Fee (Food Truck): \$25 Variable Fee (Restaurant/Food Establishment): \$300 Total Fee: \$462	Food Truck Renewal: Base Fee: \$19 Variable Fee (Food Truck): \$25 Variable Fee (Restaurant/Food Establishment): \$300 Total Fee: \$344
Tobacco Retailer New Application: Base Fee: \$137 Variable Fee (Commercial Retail): \$110 Variable Fee (Tobacco Specialty Business Fee): \$22 Total Fee: \$269	Tobacco Retailer Renewal: Base Fee: \$19 Variable Fee (Commercial Retail): \$110 Variable Fee (Tobacco Specialty Business Fee): \$22 Total Fee: \$151
Nonprofit New Application: Base Fee: \$137 No Variable Fee: \$0 Total Fee: \$137	Nonprofit Renewal: No Base Fee: \$0 No Variable Fee: \$0 Total Fee: \$0

PLEASE NOTE: Fees are ultimately calculated by the Business Licensing Department. An invoice detailing fees will be sent to you after initial review of the application.



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Business License Workflow

Please allow for up to 30 business days for any internal processing/approvals. Any items that are dependent upon the business are not the fault of the city for longer processing times.

*This workflow does not pertain to alcohol licenses. See the alcohol license application for the alcohol license workflow.

Workflow

