

Home Business License Application Check List



All documents must accompany this application. The fee for a home occupied businesses is \$94, with an annual renewal fee of \$19, due every January 15th. Fee payments will be processed once the application and all supporting documents are reviewed. Some home occupations may be exempt from paying the fee. Please see the attached Business Exemption Form. Please allow up to 30 days for processing.

DOCUMENTS REQUIRED AT TIME OF APPLICATION

(Please make sure all necessary copies are attached to the application.)

1. ☐ Proof of name/business registration issued by the Utah Department of Commerce. Businesses must register a business entity (D.B.A., trust, corporation, LLC etc.) with the Utah Department of Commerce. The Utah Department of Commerce is located at Heber Wells Building 160 East 300 South, SLC., P: 801-530-6701. You can also register online at **One Stop Business Registration:** <https://secure.utah.gov/account/log-in.html>.
2. ☐ Copy of Certificate of Organization. This is required for LLC's and Corporations. It can be obtained through the Utah Department of Commerce or with One Stop, when registering the business entity.
3. ☐ Proof of State Sales Tax number. Businesses involved with the sale of tangible products must provide evidence of a State Sales Tax number. A State Sales Tax number can be obtained when the business is registered with One Stop. You may also obtain the State Sales Tax number from the State Tax Commission located at 210 North 1950 West, SLC., P: 801-530- 4849. If you are relocating your business from another licensing jurisdiction, please provide a TC-69C form or if opening an additional location, please provide a TC-69B form made available by the Tax Commission at www.Utah.GOV.
4. ☐ Proof of Federal Employer's Tax I.D. Number. Every person who pays wages to one or more employees or who is required to file any federal reports must apply for a Federal Employer's Tax I.D. Number. This can be done by filling out form SS-4 with the IRS at 50 South 500 East, SLC., P: 1-800-829-1040 or by visiting the IRS website: <https://www.irs.ustreas.gov/formspubs/index.html>. A Federal EIN can also be obtained when the business registers with One Stop.
5. ☐ Completed Midvale City Business License Application.
6. ☐ Copy of current State of Utah Professional License, if applicable.

A license is granted when **inspections/approvals** have been received from several separate entities including Midvale Building and Safety, Zoning, the Fire Department, South Valley Water Reclamation and Salt Lake County Health Department. **Please schedule your inspections after the application is filed with Midvale City.** It is the responsibility of the applicant to schedule these inspections.

Department	Phone	Email:	REQ	APPT:
Fire Department	Ph. 801-750-9476	dbradley@unifiedfire.org	Y/N	
Midvale City: Building & Safety	Ph. 801-567-7214	businesslicense@midvaleut.gov	Y/N	
Salt Lake County Health Dept.	Food: 385-468-3845 Health/Salon: 385-468-3835 Water/Haz. Waste: 385-468-3862	healthfood@slco.org healthsan@slco.org healthwater@slco.org	Y/N	
Utah Dept. of Agriculture	Food: 801-538-7159 Pesticide: 801-538-7188	etaylor@utah.gov	Y/N	
South Valley Water Reclamation	801-566-7711	sparkinson@svwater.com	Y/N	

If you have any questions please contact our Business Licensing Department
7505 S Holden Street, UT 84047 * businesslicense@midvaleut.gov

BUSINESS LICENSE APPLICATION



****OFFICIAL USE ONLY****

License Number: ☐ New Application
☐ Change Owner/Location
☐ Other

Approvals

Building: _____ Date: _____ SVWR: _____ Date: _____
Fire: _____ Date: _____ Zoning: _____ Date: _____
Code Enf.: _____ Date: _____ Zone: _____ Date: _____
Health: _____ Date: _____ Zone: _____

Notes: _____

License Type: ☐ Home ☐ Commercial ☐ Solicitors & Itinerant Merchants ☐ Booth Rental ☐ Alcohol Is this a new type of Business at this Location: ☐ Yes ☐ No * Ownership: ☐ Sole Proprietor ☐ Partnership ☐ LLC ☐ Corporation LLC, Corporations & Partnerships must provide articles of incorporation Hours of Operation: _____		Is Business Name Registered with the State: ☐ Yes ☐ No Federal Tax ID#/SS# _____ Utah Sales Tax # _____ Professional License # & Type (if Applicable) _____ EPA Hazardous Materials on Site: ☐ Yes ☐ No	
Business Name: _____		DBA Name: _____	
Business Address: (Must be physical address, not PO Box or virtual)			
Mailing Address (if different): _____			
Business Phone: _____		E-Mail Address: _____	
Description of Business Activities: _____			
Emergency Contact: _____		Phone: _____	
Information of Owner, Partner, or Corporate Officers and a Local Manager			
Name: _____		Title: _____	
Home Address _____		Home Address: _____	
City/State/Zip _____		City/State/Zip _____	
DL# Number: _____	D.O.B. _____	ID Number: _____	DOB _____
Phone: _____	E-Mail: _____	Phone: _____	E-Mail: _____
Property Owner Information		Fee Amount	
Name: _____		Base Fee _____	
Address: _____		Bond _____	
City/State/Zip: _____		Variable Fee(s) _____	

		Total _____	

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 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 stated above. **It is the responsibility of the licensee to renew the license, failure to receive notice does not excuse this responsibility.**

Signature

Title

Date



Home Occupation Affidavit

I, _____, hereby acknowledge that the owner/manager of

Applicant Name

_____ is fully aware that I have applied for a Home Occupation

Property Address

Business License under the name of _____, conducting the following

Business Name

business _____, and he/she has no objections

Description of Business Activities

Applicant Signature Date

Date

Property Owner's/Manager's Signature

Date

Property Owner's/Manager's Telephone Number



Home Occupation Affidavit

I, _____, being duly sworn, depose and say that I am the owner of

Applicant/ Owner Name

_____ business to be located at _____.

Business Name

Midvale City, Utah 84047.

This business is considered a Home Occupation pursuant to the Midvale City Zoning Ordinance. As the owner of a Home Occupation business, I understand and agree to comply with the following requirements.

1. The business shall not include outdoor storage, outdoor display of merchandise, nor parking/storage of any vehicle in excess of twelve thousand pounds (12,000 lbs) gross vehicle weight;
2. The business shall not include identifying signage in excess of a two (2) square foot name plate, attached to the dwelling;
3. The business is limited to the on-site employment of immediate family, who occupy the dwelling. (This criterion is not intended to limit the number of employees who are engaged in business for the home occupation but work off-premises.);
4. The business shall not alter the residential character or appearance of the dwelling or neighborhood;
5. The business shall not occupy more than twenty-five percent (25%) of the main floor of the dwelling nor more than fifty percent (50%) of the floor area of any garage or outbuilding in which the use is conducted;
6. The business shall not generate business-related vehicular traffic in excess of three (3) vehicles per hour;
7. The business shall not cause a demand for municipal services in excess of that associated with normal residential use;
8. The business shall be enclosed within a structure in complete conformity with the current building, fire, electrical and plumbing codes; and
9. The business is not a mortuary, animal hospital, kennel, clinic, hospital, RV storage yard, junkyard, auto repair service, commercial stable or sexually oriented business.

Applicant/Business Owner Signature

Date



Attention Home Occupied Business Owners

Licensing Fee Exemption Request

Your Home Occupied Business, **may be exempt** from paying a business licensing fee. You are exempt from a business licensing fee if your home business does not create any additional off-site impact in the neighborhood. **If you circle "No" to all questions below, then you can request to be exempt from paying licensing fees for your Home Occupied Business.**

Does your Home Occupied Business conduct any of the following activities?

- | | | |
|--|------------------------------|-----------------------------|
| Employ people (other than family members living at the residence): | ☐ Yes | ☐ No |
| Receive regular deliveries for the business: | ☐ Yes | ☐ No |
| Conduct client meetings at your home: | ☐ Yes | ☐ No |
| Displays signage: | ☐ Yes | ☐ No |
| Utilize on or off-street parking: | ☐ Yes | ☐ No |
| Store's inventory or materials: | ☐ Yes | ☐ No |
| Any other activity or condition that may have a greater impact on the surrounding area than the impact created solely by normal residential use: | ☐ Yes | ☐ No |

If Yes, please Explain, _____.

Based on responses to the questionnaire, I can attest that I qualify for exemption of business licensing fees for the City of Midvale.

Please provide a description of your business and business activities:

I, _____, the business owner for _____

to be located at _____ in Midvale, Utah, hereby attest that the Home Occupied Business, I run from my home, does create any additional offsite impact in my neighborhood. I have no employees, see no clients, require no off or on street parking, store no business materials at my home and do not conduct any other business activity that may have a greater impact on the surrounding are than the impact created solely by normal residential use. This affidavit also verifies that the above business does not and will not include check cashing services, extending deferred deposit loan, or similar types of service as those defined above and as included in the Check Cashing Registration Act (Utah Code Title 7, Chapter 23).

For all of the foregoing reason, I hereby request that my home occupied business be granted an exemption status; and that my current Midvale City business license no longer be assessed a business license fee.

Business Owner Signature Date

Date