



City of West Jordan Commercial Business License Requirement Check List

A Business License application will need to contain the following before consideration for review:

1. **Commercial Business License application:**
 - Complete ALL requested information on each page.
 - Complete a detailed description of Business operations/activities
 - Complete Emergency Information page
 - Complete Part One, Two & Three Questionnaires
2. **Copy of Department of Commerce Name Registration (DBA, LLC, etc.)**
 - Obtained through the Department of Commerce, 160 E 300 S. SLC or call 801-530-4849
 - Need copies of original papers
3. **Copy of State Sales Tax Number and Employee ID Number (if applicable)**
 - Sales tax number can be obtained through the Utah State Tax Commission, 210 N. 1950 W or 160 E 300 S., Salt Lake City (801-297-2200) <https://tax.utah.gov/>
 - EIN paperwork can be obtained through the IRS at irs.gov
 - Need copies of original papers
4. **Pay Fees:**
 - Business License Fee
 - \$53.00 Application Fee - for all new applications
 - Fire Department Inspection Fee
 - Machine License Fee (if applicable)
5. **Copy of a Current Background Check is required only for all Massage, Reiki, Solicitor and Sexually Oriented Business on ALL owners and employees.**

Refer to West Jordan's Municipal Code: Title 4 Chapter 1. The Municipal Code can be found online at www.westjordan.utah.gov click on "Quick Links" then "Municipal Code".

THE FOLLOWING CITY DEPARTMENTS WILL REVIEW THE APPLICATION

1. **Planning & Zoning Department:** Before applying for a business license, contact the *Planning & Zoning* at 801-569-5060 for any zoning requirements and/or possible restrictions. Signs permits are required for changes to any existing, permanent signs and any temporary signs such as banners, A-frame, streamers, etc. Failure to do so will delay the business license approval.
2. **Building & Safety Department:** This department will inspect the business for safety issues and any improvements to the property (plumbing, electrical, remodels, etc.) before the license can be issued. Any questions call *Building & Safety* at 801-569-5050.
3. **Fire Department:** This department will inspect the business before the license will be issued. When you are moved in and ready to operate but not operating, please call 801-569-5010 to schedule this inspection.

OTHER AGENCIES THAT MAY NEED TO REVIEW THE APPLICATION

1. **Health Department:** If the nature of your business requires approval of the Salt Lake Valley Health Department, whether it is the Bureau of Food Protection or the Bureau of Sanitation & Safety, they will receive a copy of your application. You are responsible to contact them and meet any of their requirements. This includes ALL Beauty Salons, Nail Salons, Massage Therapy, Reiki, Food Services, Doctors, Dentist, etc. Both bureaus are located at 788 E Wood Oak Lane, Murray, UT.
 - Any Food Sales, contact the Bureau of Food Protection at 385-468-3860
 - Salons, massage therapy, Reiki, doctor's offices, etc., contact the Bureau of Sanitation & Safety at 385-468-3860
2. **South Valley Water Reclamation Facility:** If the nature of your business requires any disposal of any pollutants, chemicals, oils and/or grease, the South Valley Water Reclamation Facility will receive a copy of your application for approval. You are responsible for contacting them and meeting any of their requirements. Grocery and convenient stores, restaurants, manufacturing industries and auto repair facilities are some examples of applicable businesses.
 - The South Valley Water Reclamation is located at 7495 S 1300 W, West Jordan or 801-566-7711.

HELPFUL RESOURCES FOR YOUR BUSINESS

Register Business Name: If you are using a business name, whether it be a DBA, LLC, INC., etc., the name needs to be registered with the Utah Department of Commerce, located at 160 E 300 S, Salt Lake City, or 801-530-4849

Employers: If you pay wages to any person and are an employer, you are required to register with the following State and Federal Government Agencies:

- Internal Revenue Service: 50 S. 200 East, Salt Lake City, 1-800-829-3676, or irs.gov
- Department of Workforce Services: 160 E. 300 South, Salt Lake City, 1-800-530-5090 or 801-530-6800
- Workers Compensation Fund of Utah: contact Workforce Services at 801-526-9675
- Utah State Tax Commission: 210 N. 1950 West, Salt Lake City, 801-297-2200, or <https://tax.utah.gov>

State of Utah Department of Occupational and Professional License (DOPL): If your profession is regulated and licensed by the State of Utah such as a contractor, cosmetologist, real estate, mortgage, doctor, etc., a copy of this license will need to be provided to the City, along with a copy of your driver's license, when the business license application is submitted.

- The Department of Occupational and Professional License is located at 160 E. 300 South, Salt Lake City, call 801-530-6628 or dopl.utah.gov

Criminal Background Check:

- Bureau of Criminal Identification, 3888 W. 5400 South, West Valley City, call 801-965-4445.
- If applicant is from outside of Utah, a criminal background check is required from an equivalent agency located in the state where the applicant resides or a national check by BCI if available.