



City of West Jordan

Home Occupation Requirement Check List

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

- 1. Home Occupation Business License application:**
 - Complete ALL requested information on each page.
 - Complete a detailed description of Business operations/activities
- 2. Copy of Department of Commerce Name Registration (DBA, LLC, etc.)**
 - Obtained through the Department of Commerce, 160 E 300 S, Salt Lake City 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. Property Owner Permission:** If you are not the property owner, a letter giving the occupant permission to operate a business from this home from the property owner is required.
- 5. HOA or PUD Permission:** If you live in an HOA or PUD community, a letter from the Board allowing you to have a Home Business must be included.
- 6. Pay Fees:**
 - \$40.00 Business License Fee
 - \$53.00 Application Fee - for all new applications
 - No Fee for Businesses that have little or no impact to neighborhood
 - Home Daycare must have a Fire inspection annually.
 - \$40.00 Fire inspection fee (under 6)
 - \$110.00 Fire Inspection fee (over 7)
- 7. 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:** This department will review the application. Chapter 13 of the Municipal Zoning Code will have all of the code requirements and restrictions pertaining to a Home Occupation business license. Any questions regarding code requirements and restrictions call *Planning & Zoning at 801-569-5060*
- 2. Building & Safety Department:** This department will only inspect in-home salons, child daycare, preschools, instructional, etc. Scheduling for this inspection will be done by the Business License Department, AFTER the Planning & Zoning department has approved the application. Any questions call *Building & Safety at 801-569-5050.*

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 call them at 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 Department of Commerce, located at 160 E. 300 South, Salt Lake City, (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, or call 800-829-3676.
- Department of Workforce Services: 160 E. 300 South, Salt Lake City, or call 800-530-5090 or local call 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, call at 801-297-2200 or <http://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 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 www.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 B.C.I., if available.