Commercial Business License Application Check List

All appropriate fees and documents must accompany this application. The base fee for commercial business licenses is $137 with possible variable fees, please see the attached licensing fee schedule. Annual renewal fee is due every January 15th. Please allow up to 30 days for processing.

DOCUMENTS REQUIRED AT TIME OF APPLICATION
(Please make all necessary copies and attach copies to 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. That agency is located at: Heber Wells Building 160 East 300 South, SLC., 801-530-6701 or online at One Stop Business Registration: https://secure.utah.gov/account/log-in.html

2.☐ Copy of Certificate of Organization. This is for LLC’s and Corporations, and can also be obtained with the Utah Department of Commerce or at OneStop when registering the business entity.

3.☐ Proof of State Sales Tax number. Business involved with the sale of tangible product must provide evidence of a State Sales Tax number. A State Sales Tax number can be obtained when the business is registered at the OneStop website; you may also obtain the State Sales Tax number from the State Tax Commission at 210 N 1950 W, SLC, 801-530-4849. If you are relocating your business from another licensing jurisdiction, please provide a TC-69C form or if opening a multiple location, then a TC-69B form available from 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 S 500 East, Salt Lake City, 1-800-829-1040 or by going to the IRS website: https://www.irs.ustreas.gov/formspubs/index.html. A Federal EIN can also be obtained when the business registers at the OneStop website.

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 Departments, Fire Department, South Valley Water Reclamation and SLC County Health Department. Please schedule inspections after the application is filed with Midvale City. It is the responsibility of the applicant to schedule these inspections.

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Email:</th>
<th>REQ</th>
<th>APPT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Department</td>
<td>Ph. 801-750-9476</td>
<td><a href="mailto:cyee@unifiedfire.org">cyee@unifiedfire.org</a></td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Midvale City: Building &amp; Safety</td>
<td>Ph. 801-567-7214</td>
<td><a href="mailto:mvalencia@midvale.com">mvalencia@midvale.com</a></td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Salt Lake County Health Dept.</td>
<td>Food: 385-468-3845, Salon: 385-468-3835, Water/Haz. Waste: 385-468-3862</td>
<td><a href="mailto:healthfood@slco.org">healthfood@slco.org</a>, <a href="mailto:healthsan@slco.org">healthsan@slco.org</a>, <a href="mailto:healthwater@slco.org">healthwater@slco.org</a></td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Utah Dept. of Agriculture</td>
<td>Food: 801-538-7159, Pesticide: 801-538-7188</td>
<td><a href="mailto:etaylor@utah.gov">etaylor@utah.gov</a></td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>South Valley Water Reclamation</td>
<td>801-566-7711</td>
<td><a href="mailto:sparkinson@svwater.com">sparkinson@svwater.com</a></td>
<td>Y/N</td>
<td></td>
</tr>
</tbody>
</table>

If you have any questions please contact our Business Licensing Department
7505 S Holden Street, UT 84047 * 801-567-7214 * mvalencia@midvale.com
# Business License Fee Schedule

**Effective Date:** 07/15/2015

## Commercial Business

<table>
<thead>
<tr>
<th>Number</th>
<th>Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Fee</td>
<td>X $137.00</td>
<td></td>
</tr>
<tr>
<td>Renewal Fee</td>
<td>X $19.00</td>
<td></td>
</tr>
<tr>
<td>Solicitor (New App. and Renewal)</td>
<td>X $45.00</td>
<td></td>
</tr>
<tr>
<td>SOB (Principal, Escort, Driver, Body Guard)</td>
<td>X $84.00 each</td>
<td></td>
</tr>
</tbody>
</table>

## Booth Rental

<table>
<thead>
<tr>
<th>Number</th>
<th>Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Application Fee</td>
<td>X $68.00</td>
<td></td>
</tr>
<tr>
<td>Renewal Fee</td>
<td>X $19.00</td>
<td></td>
</tr>
</tbody>
</table>

## Home Business

<table>
<thead>
<tr>
<th>Number</th>
<th>Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Application Fee</td>
<td>X $94.00</td>
<td></td>
</tr>
<tr>
<td>Renewal Fee</td>
<td>X $19.00</td>
<td></td>
</tr>
</tbody>
</table>

## Landlord Fees

<table>
<thead>
<tr>
<th># of Units</th>
<th>Fee</th>
<th>Per Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Application Base Fee</td>
<td>X $143.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renewal Base Fee</td>
<td>X $102.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good Landlord Program Reduction</td>
<td>X $7.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Program Apartments 3+</td>
<td>X $33.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Program Duplex</td>
<td>X $42.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Program Single Family</td>
<td>X $80.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Other Variable Fees:

<table>
<thead>
<tr>
<th>Number</th>
<th>Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Establishment</td>
<td>X $300.00</td>
<td></td>
</tr>
<tr>
<td>Bar/Lounge</td>
<td>X $215.00</td>
<td></td>
</tr>
<tr>
<td>Big Box Retail</td>
<td>X $400.00</td>
<td></td>
</tr>
<tr>
<td>Commercial Retail</td>
<td>X $110.00</td>
<td></td>
</tr>
<tr>
<td>Convenience/Gas</td>
<td>X $100.00</td>
<td></td>
</tr>
<tr>
<td>Construction/Contractor</td>
<td>X $50.00</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>X $500.00</td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>X $500.00</td>
<td></td>
</tr>
<tr>
<td>Hotels/Motels</td>
<td>X $180.00</td>
<td></td>
</tr>
<tr>
<td>Pawn Shop</td>
<td>X $400.00</td>
<td></td>
</tr>
<tr>
<td>Personal Services</td>
<td>X $50.00</td>
<td></td>
</tr>
<tr>
<td>Professional Services</td>
<td>X $30.00</td>
<td></td>
</tr>
<tr>
<td>Restaurant/Food Establishment</td>
<td>X $300.00</td>
<td></td>
</tr>
<tr>
<td>Storage Units</td>
<td>X $330.00</td>
<td></td>
</tr>
<tr>
<td>Taxi</td>
<td>X $60.00 Per Vehicle</td>
<td></td>
</tr>
<tr>
<td>Tobacco Specialty Business Fee</td>
<td>X $22.00</td>
<td></td>
</tr>
<tr>
<td>Vending Carts</td>
<td>X $18.00</td>
<td></td>
</tr>
</tbody>
</table>

## Bonding Schedule

- **Christmas tree sales:** $200.00
- **Auctions and auctioneers:** $1,000.00
- **Pawn shops, secondhand dealers:** $1,000.00
- **Public recreation:** $1,000,000.00 bodily injury (per person and per occasion)
- **Fireworks:** $1,000.00 property damage
- **Sexually oriented businesses:** $2,000.00 (replenishable)
BUSINESS LICENSE APPLICATION

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

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: (Physical, no PO Box or Virtual Office)

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: 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

Name: Fee Amount

Address: Base Fee

City/State/Zip: Bond

Total Variable Fee(s)

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

Business Licensing Midvale City: 7505 S Holden Street, Midvale, UT 84084

801-567-7214
NOTICE:

If you will be making any structural, electrical, mechanical or plumbing changes to your building, please have your licensed contractor talk with the Building Department to get a permit. This must be done before you begin the work.

Midvale City Building Department:

801.567.7214
SIGN PERMIT PROCEDURE

A Sign Permit is required prior to installation or modification of any new signage\(^1\) in Midvale. To obtain a Sign Permit, please submit a Building Permit Application and follow the procedure outlined below.

**ITEMS TO BE SUBMITTED:** The documents required to be submitted with a Sign Permit Application are listed below. Incomplete applications will not be accepted.

- ☐ Application form.
- ☐ Sign elevation plans, drawn to scale, to include the following:
  - Sign dimensions; and
  - Sign height.
  For all wall signs, window signs and awning signs include:
  - Building elevation showing all proposed signs as well as any existing signs; and
  - Dimensions of the building elevation.
- ☐ Construction drawings for all monument signs and wall signs, to include the following:
  - Indicate the method of installation including details of all connections, guy lines, supports and footings, and materials to be used; and
  - Plans shall be stamped by a professional engineer licensed in the state unless, specifically waived by the Midvale City Building Official.
- ☐ Site plan, drawn to scale, showing the proposed sign location by street address.

Examples of elevation plans, construction drawings, and site plans may be inspected in the Planning & Zoning office.

**APPLICATION FEES:** A Sign Permit Application fee will be required prior to issuance of the Permit. Sign permit fees are based on the valuation of the proposed sign.

**EXPIRATIONS:** Sign permits are valid for three (3) months from the date of issuance. Any sign which is not installed within three (3) months will require a new sign permit. Permit fees for expired permits are not refundable.

**ALLOWABLE SIGNS, AREAS, HEIGHTS, AND SETBACKS:** Please refer to the applicable sign ordinance, by zoning district, in the Midvale City Zoning Ordinance. For more information or assistance, please contact Planning & Zoning at 801-567-7231 or 801-567-7233.

**INSPECTIONS:** An inspection will be required after the installation of the sign. Please contact the Building Department at 801-567-7212 to schedule an inspection.

---

\(^1\) “Sign” means any words, letters, parts of letters, figures, numerals, phrases, sentences, emblems, devices, trade names or trademarks, by which anything is made known, such as are used to designate an individual, a firm, an association, a corporation, a profession, a business, a commodity, or product, which are visible from any public way. “Sign” also includes the sign structure supports, lighting system and any attachments, ornaments or other features intended to draw the attention of observers.
Sign Permit Waiver for Business License

Under the Midvale City Municipal Code, Sign Permits are required prior to installation of new signage or modification of existing signage for businesses, including temporary signage, wall signs, window signs, monument signs, etc. Failure to obtain a Sign Permit prior installation of new signage or modification of existing signage is a Class C Misdemeanor, punishable by a fine of up to $750.

I/We, _____________________________, being duly sworn, depose and say that I/we am/are the owner of _________________________________________________________ business to be located at _____________________________________________ in Midvale, Utah. I/We acknowledge that I/we understand the Sign Permit requirement and at this time have no intention of installing any new signage for my/our business. I/We also recognize that a Sign Permit will be required prior to installation of any new signage, including temporary, wall, window, monument, or other signs unless specifically allowed by law and I/we agree that I/we will not install any new signage or modify existing signage until such a permit is issued or exception acknowledged.

________________________________________
(Business Owner)

________________________________________
(Business Owner)

---

1 “Sign” means any words, letters, parts of letters, figures, numerals, phrases, sentences, emblems, devices, trade names or trademarks, by which anything is made known, such as are used to designate an individual, a firm, an association, a corporation, a profession, a business, a commodity, or product, which are visible from any public way. “Sign” also includes the sign structure supports, lighting system and any attachments, ornaments or other features intended to draw the attention of observers.
## Property Information:

- **Site Address:**
- **Valuation:**
- **Parcel #:**
- **Subdivision Name:**
- **Lot #:**
- **Property Owner:**
- **Phone #:**
- **Email:**
- **Owner Address/City/State/Zip:**

## Contractor Information:

- **Architect/Engineer:**
- **License #:**
- **Phone #:**
- **Email:**
- **Address/City/State/Zip:**

- **General Contractor:**
- **License #:**
- **Phone #:**
- **Email:**
- **Address/City/State/Zip:**

- **Electrical Contractor:**
- **License #:**
- **Phone #:**
- **Email:**
- **Address/City/State/Zip:**

- **Mechanical Contractor:**
- **License #:**
- **Phone #:**
- **Email:**
- **Address/City/State/Zip:**

- **Plumbing Contractor:**
- **License #:**
- **Phone #:**
- **Email:**
- **Address/City/State/Zip:**

## Planning Information/Review

- **Zone:**
- **Sub-Ck By:**
- **Disapproved**
- **Approved**
- **Sq. Ft. Bldg.:**
- **Basement Sq. Ft.:**
- **Finished**
- **Rough**
- **Occupancy Type:**
- **Construction Type:**
- **Max. Occ. Load:**
- **# Bldgs.:**
- **# Dwellings:**
- **Setback in Feet:**
- **Front**
- **Side**
- **Side**
- **Back**
- **Fire Sprinklers Required:**
- **Yes**
- **No**
- **Project Type #:**

## Building Information/Review

- **Building Plan Check By:**
- **Planning Plan Check By:**
- **Planning Comments:**
- **Building Comments:**

## Fees:

- **Building Fees:**
- **Plan Check Fees:**
- **Pre-Paid Plan Check Fees:**
- **Electrical Fees:**
- **Plumbing Fees:**
- **Mechanical Fees:**
- **Water Const. ($25):**
- **1% State Sur-Charge:**
- **Sub Check:**
- **Fire Sprinkler:**
- **Water Connection:**
- **Sewer Connection:**
- **Planning/Sign Fee:**
- **Other:**
- **Sub-Total:**
- **Pre-Paid:**
- **Total Due:**

---

I understand that if issued, a building permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction and that I make this statement under penalty of perjury.

---

Signature of Contractor/Authorized Agent/Home Owner (If Contractor/Owner)

Date __________________________
This is a list of the most common problems found during a fire inspection. This form is provided to you as a courtesy to assist you in preparing for your fire inspection. You may have other problems which relate to your specific occupancy.

**ADDRESS**
Clearly visible from the roadway........................................................................................................... UFC 901.4.4

**BUSINESS LICENSE**
Prominently displayed.............................................................................................................................. Midvale City Ordinance

**ELECTRICAL**
- Electrical boxes, outlets and switches properly covered ............................................................... UFC 8504
- Electrical panels, properly covered and latched ........................................................................... UFC 8504
- Extension cords: temporary use only, no piggy backs ................................................................. UFC 8509.2
- Electrical multi-plug adapters – Internal circuit breaker UL approved ........................................ UFC 8502.3
- Electrical wiring protected or in conduit ......................................................................................... UFC 8504

**EXITS**
- Exit doors unlocked during business hours .................................................................................. UFC 1207.3
- Exit ways free from obstructions and combustible storage ......................................................... UFC 1203
- Exit signs present at required exits (six inch minimum letters) ................................................ UFC 1212
- Lighted exit signs operating properly ............................................................................................. UFC 1212.4
- No storage under unprotected exit stairways ................................................................................ UFC 1210.3
- Aisles leading to exits must be a minimum of 36 inches wide ....................................................... UFC 2501.9

**EXTINGUISHERS**
- Minimum size 2A 10BC .................................................................................................................... UFC 1002
- Serviced annually or after each use .................................................................................................. UFC 1002
- Properly mounted and accessible .................................................................................................... UFC 1002
- Correct number, type and size ........................................................................................................ UFC 1002
- Ansul systems serviced every six months ....................................................................................... UFC 1101.3

**HOUSEKEEPING**
- Safe and sanitary condition ............................................................................................................. Midvale City Ordinance
- Dispose of combustible waste daily .................................................................................................. UFC 1103.2.1.5
- Exterior free of weeds and litter ...................................................................................................... UFC 1103.2.4
- Oily rags stored in approved containers ....................................................................................... UFC 1103.2.1.3

**MECHANICAL**
- No combustible materials stored in furnace or boiler room ......................................................... UFC 1103.3.2.4
- Furnace, boiler and/or water heater properly vented ..................................................................... UFC 1107
- Gas meter protected and accessible ............................................................................................... UFC 1106

**SMOKING**
- Prohibited in warehouse storage areas ............................................................................................. UFC 1109.4

**SPRINKLER SYSTEMS**
- Sprinkler shut off readily accessible ............................................................................................. UFC 1001.7.1
- All rooms, closets and stairways shall be properly sprinkled ....................................................... UFC 1003
- All storage 18 inches below sprinkler head level ........................................................................... UFC 1003.3.2.2
- No objects suspended from sprinkler system ................................................................................ UFC 1003

**STORAGE**
- All flammable and combustible liquids to be stored in accordance with the Uniform Fire Code .................................................................................................................. UFC 7901.1.1
- Compressed gas cylinders must be secured from falling ................................................................... UFC 7401.6.4
- No combustible storage in unprotected attics and crawl spaces ..................................................... UFC 1103.3.2.5
- Storage to be maintained two feet or more below ceiling in un-sprinkled building ...................... UFC 1103.3.2.2

**STRUCTURES**
- All suspended ceiling panels in place ............................................................................................. UFC 1112.1
- Required fire separation intact ........................................................................................................ UFC 1112.1