Home Business License Application Check List

All appropriate fees and documents must accompany this application. The fee for home occupied businesses is $94.00, with an annual renewal fee of $19.00, due every January 15th. Some home occupations may be exempt from the 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 all neccessary 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 One-Stop 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 web site; 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 web site.

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. Please contact the inspectors after the application is filed and the business is ready for inspections. It is the responsibility of the applicant to schedule these inspections.

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<tr>
<th>Department</th>
<th>Phone</th>
<th>Email:</th>
<th>REQ</th>
<th>APPT:</th>
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<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 Health/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>
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If you have any questions please contact our Business Licensing Department
7505 S Holden Street, UT 84047 * 801-567-7214 * mvalencia@midvale.com

Last Updated July 2019
**BUSINESS LICENSE APPLICATION**

**License**
- [ ] New Application
- [ ] Change Owner/Location
- [ ] Other

**Ownership**
- [ ] Sole Proprietor
- [ ] Partnership
- [ ] LLC
- [ ] Corporation

LLC, Corporations & Partnerships must provide articles of incorporation

**Hours of Operation**

**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**

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<tr>
<th>Name</th>
<th>Title</th>
<th>Name</th>
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**Home Address**

**City/State/Zip**

**DL# Number:**

**D.O.B.**

**ID Number:**

**DOB**

**Phone:**

**E-Mail:**

**Property Owner Information**

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<tr>
<th>Name</th>
<th>Address</th>
<th>City/State/Zip</th>
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**Base Fee**

**Bond**

**Variable Fee(s)**

**Total**

**Approvals**

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<tr>
<th>Building</th>
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<th>SVWR</th>
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<th>Zone</th>
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<th>Health</th>
<th>Date</th>
<th>Zone</th>
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**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

**Is this a new type of Business at this Location:**
- [ ] Yes
- [ ] No

**Booth Rental**

**Alcohol**

**Solicitors & Itinerant Merchants**

**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**

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

801-567-7214
I, ____________________________, hereby acknowledge that the owner/manager of ____________________________, is fully aware that I have applied for a Home Occupation Business License under the name of ____________________________, conducting the following 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
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 area 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