Massage Booth Rental Application Check List

All appropriate fees and documents must accompany this application. The fee for a massage booth rental is $68.00, with an annual renewal fee of $19.00, 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)

Documents needed if licensing your business as a SOLE PROPRIETOR

1. ☐ Copy of current State of Utah Professional License if applicable.
2. ☐ Completed Midvale City Business License Application.
3. ☐ Copy of current State of Utah Massage license
4. ☐ ORIGINAL BCI Background Check dated no older than 60 days prior to the date of the application. Obtain a background check from the BCI Dept.: 3888 West 5400 South, (801)965-4445, M-F 8am to 4:30 pm
5. ☐ Provide a copy of a government issued ID
6. ☐ Each applicant is required to meet with the police chief or his/her designee and sign a statement of understanding of the applicable laws and regulations. You will be contacted by a detective to schedule a license interview.

**Additional documents you need to submit if business structure is an LLC or Corporation**

7. ☐ 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
8. ☐ Copy of Articles 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.
9. ☐ Proof of State Sales Tax number (if applicable). 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
10. ☐ 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.

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.

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Email:</th>
<th>REQ</th>
<th>APPT</th>
</tr>
</thead>
<tbody>
<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>Salon: 385-468-3835</td>
<td><a href="mailto:healthsan@slco.org">healthsan@slco.org</a></td>
<td>Y/N</td>
<td></td>
</tr>
</tbody>
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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

**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

**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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Home Address</td>
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<td>Home Address</td>
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<tr>
<td>City/State/Zip</td>
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<td>City/State/Zip</td>
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<tr>
<td>DL# Number</td>
<td>D.O.B.</td>
<td>ID Number</td>
<td>DOB</td>
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<tr>
<td>Phone</td>
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**Property Owner Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Fee Amount</th>
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<tbody>
<tr>
<td>Address</td>
<td>Base Fee</td>
</tr>
<tr>
<td></td>
<td>Bond</td>
</tr>
<tr>
<td></td>
<td>Variable Fee(s)</td>
</tr>
</tbody>
</table>

**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** __________________________

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Business Licensing Midvale City: 7505 S Holden Street, Midvale, UT 84084
801-567-7214
To whom it may concern:

1. You will be contacted by a Detective to schedule a license interview.
2. Exigent circumstances (Law Enforcement Situation) may create a need for last minute appointment cancelations. Alternative appointments will be scheduled as a priority.
3. The following documents will be sent by Midvale City to the Detective, prior to the interview:
   - BCI Background check within 30 days of receipt
   - Midvale City Receipt of SOB license purchase
   - Valid Driver’s License or State Identification
   - Midvale City issued paperwork
4. Applicants arriving more than 10 minutes after their scheduled time will need to schedule another appointment.
5. Due to the nature of these interviews, children will not be allowed to be present.

Should you have any questions or comments regarding this program, please do not hesitate to contact me at 385-468-9350.

Respectfully,

Sergeant R. Roxburgh

Unified Police Department Directed Enforcement Unit Sergeant, Midvale Precinct