CHANGING OWNERSHIP ON A BUSINESS LICENSE

A business is eligible to transfer ownership under a “change of owner” application if: All business license fees were paid in full at the last applicable renewal period and the business class is properly identified and maintained. No fee is required if renewal has been maintained for the current calendar year.

PLEASE CHECK TO SEE WHICH CATEGORY YOUR APPLICATION WILL FALL UNDER.

A. If you are purchasing an existing business and the business name, please:

1. Update the current owner name with the State of Utah that is registered with the Utah Department of Commerce to reflect the changes made under new ownership. (You can do this at https://corporations.utah.gov/bric.html.)
2. Complete the Midvale City change of owner application listing all requested information.
3. Obtain a copy of your occupational license (if applicable) to include with your submission.
4. Obtain a background check (if required). You will be notified at the counter if this is necessary.
5. Bring the completed application, copy of the name registration with the State (a copy of stamped Articles of Incorporation), a copy of your occupational license (if applicable) and background check (if applicable), and verification of a valid State Sales Tax Number (if applicable).

B. If you are purchasing an existing business and using a new business name, please:

1. Register the new business name with the State of Utah using their one-stop registration website: (www.business.utah.gov/registation).
2. If you are a corporation, you will need to have the Articles of Incorporation stamped by the State at their offices by mail, fax or in person: 160 East 300 South, Salt Lake City, UT, ph. 801-530-6701.
3. Complete the Midvale City change of owner application listing all requested information.
4. Obtain a copy of your occupational license (if applicable) to include with your submission.
5. Obtain a background check (if required). You will be notified at the counter if this is necessary.
6. Bring the completed application, copy of the name registration with the State (a copy of stamped Articles of Incorporation), a copy of your occupational license (if applicable) and background check (if applicable) and verification of a valid State Sales Tax Number (if applicable).

**Inspections may be required once you have taken over the business before the new business license can be issued.

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 APPLICATION**

License Number:  
New Application  
Change Owner/Location  
Other  

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:  

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<thead>
<tr>
<th>Information of Owner, Partner, or Corporate Officers and a Local Manager</th>
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<tbody>
<tr>
<td>Name:</td>
<td>Title:</td>
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<tr>
<td>Name:</td>
<td>Title:</td>
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<tr>
<td>Home Address</td>
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<td>City/State/Zip</td>
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<td>D.O.B.</td>
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<td>ID Number:</td>
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<tr>
<th>Property Owner Information</th>
<th>Fee Amount</th>
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<tbody>
<tr>
<td>Name:</td>
<td>Base Fee</td>
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<tr>
<td>Address:</td>
<td>Bond</td>
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<tr>
<td>City/State/Zip:</td>
<td>Variable Fee(s)</td>
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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