

## Welcome New Business

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

On behalf of more than 4,000 businesses located in unincorporated Salt Lake County, it's our pleasure to welcome you and your business to the area. What a profound honor to host and assist you with any and all of your business needs.

As a business member in Salt Lake County, you have access to many resources and tools to help make your business successful and see it achieve all that you can dream it can. The County has partnered with both State and non-profit agencies to provide the utmost in specific tools for your business needs. As you realize and take advantage of these resources you will discover new heights and successes as your business grows. To help ensure your success, this letter is being sent to you to provide you some reminders about operating a business in Salt Lake County.

We appreciate that you have taken time to register your business with the State of Utah Department of Commerce. This is an important step in running a business; additionally we want to make sure that you remember to apply and receive a license for your business. Ensuring your business is properly licensed to conduct business within unincorporated areas of Salt Lake County is one step to making sure all your business needs are met. It will provide you with access to Salt Lake County's Business Licensing and Economic Development teams and everything they have to offer.

Information collected from the Utah Department of Commerce indicates that you have not yet applied for a local Salt Lake County business license. This important requirement for businesses is something that is often overlooked, but it is just as important as registering a business name, applying for a sales tax number, and providing employee identification numbers for your employees. This may have been an oversight with all there is to do in operating a business so we are here to help make your business as successful as possible with this reminder. Any business or person operating a business within unincorporated Salt Lake County must apply for a business license.

For your convenience and information there is an attached copy of the Salt Lake County business license application with additional explanatory information. It is recommended that you complete and deliver this form to our office; however, if it is more convenient for you, you may send us your application via USPS. Sometimes there are questions that arise that cannot be answered over the phone, but require personal interaction. We understand your time is valuable and as an entrepreneur time is very important to you. That being said, to maximize your time we recommend a personal visit to our office to handle the application process. Additionally, at that time we can address any zoning issues that may arise related to your business location and type.

Please Note: If you are receiving payment for work performed and the payer (employer/client) does not withhold taxes on your behalf or you file a 1099 Tax Form, you are considered to be an "Independent contractor" (even if you don't have employees or your own set of clients). Independent contractors are required to apply for a business license to work in the county.

If you have additional questions, please feel free to contact our office at 385-468-6700.

Thank you and again welcome to Salt Lake County!

Respectfully,

**Business Licensing Team**

Planning and Development Services

SALT LAKE COUNTY TOWNSHIPS

## Information You May Need to Submit

### ◆ Verification that your business name has been registered with the Utah Department of Commerce

- Utah Department of Commerce Entity ID: \_\_\_\_\_
- Business Name: \_\_\_\_\_
- Business Address Listed: \_\_\_\_\_

### ◆ Sales Tax Number

- Every seller with an established presence in Utah (see Nexus Fliers, below) must have a Utah Sales Tax Submit form TC-69, Utah State Business and Tax Registration, or register online at [osbr.utah.gov](http://osbr.utah.gov) to apply for a license. Sales tax licenses are not transferable.
- Businesses that typically must register for a sales tax license includes:
  - Retailers selling tangible goods, products transferred electronically or services
  - Wholesalers purchasing resale inventory
  - Manufacturers
  - Leasing Companies
  - Consumers such as professional firms and construction contractor

### ◆ Employee Identification Number (EIN)—HARD COPY

- If you will have employees, you are required to register with the following agencies. Please note that this information is also outlined at the State website given above.
- You will need to get an Employer Identification Number (EIN) in order to remit the Federal Tax Withholding and make FUTA (Federal Unemployment Act Tax) payments for your employees.

### ◆ Property Owners / Registered Agent Form

- This form is required for commercial and home-operated business. This form is located inside the business license packet.
  - This form must be completed by either the owner of the property, registered agent, an authorized manager group or authorized individual.
  - This form must be signed in the presence of a notary by the authorized owner of the property, registered agent, an authorized manager group or authorized individual.
  - This form will NOT be accepted if it is signed by owner of the property, registered agent, an authorized group or authorized individual prior to the date of the document notarized.

**Blue Box – Office Use** **White Box – Applicant**

**Application Fee: \$150**  
**Per Employee: \$6**

## Business License Application

Date: _____	Business License #: _____
Community Council: _____	APN #: _____
Zone: _____	Application Accepted by: _____

**Request** (check all that apply):       New Business       Ownership Change

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Location: \_\_\_\_\_ City: \_\_\_\_\_ State: Utah Zip: \_\_\_\_\_

Business Web Address: \_\_\_\_\_ Business Email: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Briefly Describe Your Business:

### YOU MUST SUBMIT THE FOLLOWING ITEMS WITH YOUR APPLICATION:

Please submit all the items marked in the “Yes” column.

**Yes**    **No**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Verification that your Business Name has been registered with the Utah Department of Commerce.<br><i>(This document is always required unless the Business Name is your exact legal name.)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Sales Tax Number (STC) (When the business sells a product)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Employee Identification Number (EIN)<br><i>(When there are employees, not including the owner, or for a Corporation, Partnership or Limited Liability)</i>                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Property Owner / Manager Authorization:  |

This form must be completed in addition to the business license application for individuals leasing their office space (commercial businesses) or residence (home-based businesses).

This form MUST be completed by either the owner of the property, a property management group designated by the owner, or the registered agent of the company. This form must be signed in the presence of a notary by the authorized agent, and the date the document is signed must correspond with the date the document is notarized.

This form will NOT be accepted if it is signed by an authorized agent prior to the date the document is notarized.

Yes  No **Do you use a status verification system to verify the legal working status of all employees?**

Private employers who employ 15 or more employees are legally obligated to verify the working status of all employees.

## OWNER INFORMATION

### OWNERSHIP TYPE:

Sole Proprietorship  Corporation\*  Partnership\*  Limited Liability\* (\*Requires EIN)

### OWNERS NAME:

First: \_\_\_\_\_ Last: \_\_\_\_\_ Initial: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## CORPORATION INFORMATION

**Corporate Name:** \_\_\_\_\_

### CORPORATION OFFICERS/PARTNERS/MEMBERS:

(1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_ (4) \_\_\_\_\_

Corporate Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

## LOCAL CONTACT/AGENT INFORMATION

Contact Name: \_\_\_\_\_ Position:  Owner  Manager  Employee

Contact Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Agreement: I the undersigned understand and agree to comply with all applicable codes and regulations of the Salt Lake County Code of Ordinances. I understand that I shall not begin nor cause to begin business at this location without first obtaining a business license, which includes passing zoning, fire, building, and / or wastewater or other inspections / reviews as required.

I would like my Business License Renewal Form sent to:

Owner's Mailing Address  Business Address  Corporate Address

Please Note: Your business license will expire one year from the date issued, and all licenses must be renewed annually. Any license renewed 30 days after the expiration date will be assessed a penalty fee.

As per Salt Lake County Code of Ordinance, Section 5.16.090

*“. . . it is the responsibility of the licensee to renew the license and failure to receive a renewal statement does not excuse this responsibility. . .”*

Applicant's Signature: \_\_\_\_\_

**Sales Tax Number: (STC)**

\_\_\_\_\_

**Federal Tax Id#: (EIN)**

\_\_\_\_\_

**Occupancy Classification:**

\_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SIC Code:**

\_\_\_\_\_

**Number of Employees:**

\_\_\_\_\_

# Home Business Compliance Review Checklist

Date \_\_\_\_\_ Business License # \_\_\_\_\_

Community Council \_\_\_\_\_ Zone \_\_\_\_\_

APN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Property Address: \_\_\_\_\_

Requested Use: \_\_\_\_\_

Applicant: \_\_\_\_\_

The zoning ordinance for Salt Lake County allows you to use a portion of your home for a home business. You are required to establish and operate your home business in a manner which will not compromise your use of the home as your own and/or your family's primary residence nor adversely affect the residential character of the neighborhood in which your home is situated. The following questions are intended to aid in determining compliance with the standards set forth in Chapter 19.85 of the Salt Lake County Zoning Ordinance.

**Note:** Each Family member who participates in the home business is considered an employee for business license purposes.

– Excluding yourself, how many family member employees will there be? \_\_\_\_\_

- Yes    No   1. Is your proposed home business of a type and size of operation that will allow you and your family, as well as other property owners in your neighborhood, to continue to feel that your home is primarily a residence and the home business is secondary to that use?
  
- Yes    No   2. The ordinance requires that in order to establish a home business, you must reside in the dwelling on a permanent year-round basis. Is the dwelling at which you will be conducting this home business your primary residence?
  
- Yes    No   3. If your home is located on a street which is less than 80 feet wide then only yourself and members of your immediate family who also reside on a permanent year-round basis at your home may be employed or otherwise involved in any activities associated with the home business.
  
- Yes    No   Do you intend to have a non-resident employee?
  
- If your home is located on a street which is wider than 80 feet, then, in addition to yourself and members of your immediate family who also reside on a permanent year-round basis at your home, you may have one non-resident employee which works at the residence.

 Yes    No   If yes, is the street you live on 80 feet or wider?
  
- Yes    No   4. Your business must be conducted on an "appointment only" basis between the hours of 7:00 a.m. and 10:00 p.m. Will all services and sales activities associated with your home business be by appointment only and not designed to attract "off-the-street" customer traffic?

- Yes  No 5. Changes to the outside of your home which would alter its residential appearance are not allowed. Do you plan on doing any remodeling to your home that would change its outward residential appearance?
- Yes  No 6. Interior structural change (for example moving or adding a wall) to accommodate the use of your home for a home business is not allowed. Do you anticipate the need for or plan on making any major interior alterations to your home?
- Yes  No 7. All activities and materials associated with your home business must be kept completely inside the home and/or attached garage. No more than 25% of the total floor area of your home, or five hundred square feet (500 sq. ft.), whichever is less, may be used for the home business. Will your home business exceed these physical space limitations?
- Yes  No 8. The outside storage or display of any supplies, inventory or equipment in any portion of your yard or within a detached garage or other accessory building on your property is not allowed. Will your home business ever require outside storage or display?
- Yes  No 9. Will your home business require any mechanical or electrical apparatus, equipment or tool which will exceed 110 volts other than those commonly associated with residential uses?
- Yes  No 10. Home businesses must be conducted in a manner which will not generate or produce any odors, smoke, dust, heat, fumes, light, glare, sounds, noises, vibrations or other nuisances, including interferences with radio and television reception, or any other adverse effects that may be discernible beyond your property boundaries or that may unreasonably disturb the peace and quiet of the neighborhood in which your property is located. Is there anything about your proposed home business that is likely to create any such problems?
- Yes  No 11. In addition to the 2 parking spaces required for every residence, parking must be provided on your property (either in your driveway or in your garage, but not on your lawn, landscaped areas, or on the street) for the vehicles of customers, clients or business-related visitors to your home business. Each parking space must be no less than 9 feet wide by 18 feet long in size. Does your property now have adequate parking area not only for vehicles owned and operated by the residents of your home but also for all business-related vehicles, including for any employee who may be allowed?
- Yes  No 12. You are allowed a single nameplate sign no larger than three square feet in size to advertise your home business. The sign must be attached directly onto your house. Do you agree to restrict your on-site advertising to the single sign described above?
- Yes  No 13. Vehicles related to the home business which are larger than a passenger car or van or a one-ton pickup may not be brought to, parked on or stored at your residence. Do you agree that vehicles larger than those described above will not be brought to, parked on or stored at your residence?

**Note:** *Violations of the standards set forth in chapter 19.85 of the Salt Lake County Zoning Ordinance may result in revocation of your business license as well as civil penalties as allowed under section 19.94.070.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Blue Box – Office Use Only

White Box – Applicant

## Property Owner/Manager Authorization

Date: _____	Business License #: _____
Community Council: _____	APN #: _____
Zone: _____	Application Accepted by: _____

### PROPERTY INFORMATION

Property Address: _____
Requested Use: _____

I (we), \_\_\_\_\_, hereby state and affirm that I am (we are) the owner(s) of the property described above and pursuant to a concession agreement to be entered into, I (we) will authorize \_\_\_\_\_ to operate the business described on this form at the property listed above. Pursuant to the concession agreement, I (we) will further allocate this business to use \_\_\_\_\_ number of the available parking stalls. The total number of parking stalls available on the sited is \_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Property Owner(s) Signature \_\_\_\_\_

State of Utah                    )  
  :ss.

County of Salt Lake            )

On the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, personally appeared before me \_\_\_\_\_ the signer(s) of the above instrument who duly acknowledged to me they executed same.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_ Residing In: \_\_\_\_\_