

# FOR YOUR INFORMATION...

City of Taylorsville  
Information Form

# L-1

**BUSINESS LICENSE**  
2<sup>nd</sup> Ed: 10-07



**City of Taylorsville**  
Community Development Department  
2600 West Taylorsville Boulevard  
Taylorsville, Utah 84118 (801) 963-5400



## Applying for a Commercial Business License

All businesses located within the City of Taylorsville are required to obtain a Taylorsville business license. The following information describes the process for obtaining a business license for a permanent business located in a commercial, office or industrial district. For instructions on how to obtain a business license for a temporary business, home occupation, or business involving alcohol sales please refer to the appropriate information form for additional information. Please note that it is unlawful for any person to engage in business within the City of Taylorsville without first procuring a business license.

### The Business License Application Process:

**Step 1: Obtain Application.** The business license application is a multipart form which is only available from the Taylorsville Business License Division. It is advisable at this step to talk to the Business License Clerk regarding the business licensing process and any additional requirements.<sup>1</sup>

**Step 2: Submit Application Packet.** Provide the following information to the Business License Division:

- Taylorsville business license application, completed and signed.
- Applicable business license fees and bonds (see other side for more information).
- Submit verification that your business is registered with the Utah State Department of Commerce.

**Apply in person at:**

Utah Department of Commerce  
160 East 300 South  
Salt Lake City, Utah 84101  
Telephone: (801) 530-4829  
Fax: (801) 530-6438

**Apply online at:**

[www.commerce.state.ut.us](http://www.commerce.state.ut.us)

- Submit verification of your current Utah State sales tax number (if applicable). Businesses engaged in retail operations or that offer a taxable service must have a current State sales tax number.

**Available at:**

Utah State Tax Commission  
210 North 1950 West  
Salt Lake City, Utah 84143  
Telephone: (801) 297-2200  
Fax: (801) 297-3573

**Apply online at:**

[www.tax.utah.gov](http://www.tax.utah.gov)

**Step 3: Application Review.** Once an application has been received by the Taylorsville Business License Division, the City will conduct an internal approval process. All new business licenses are subject to approval from the Taylorsville Planning and Zoning Division, Taylorsville Building Division, Taylorsville Police Department, Unified Fire Authority, and Salt Lake Valley Health Department prior to issuance of a business license and commencement of commercial operations.

**Step 4: Issue Business License.** Once approved, the business license will be issued to the address provided on the business license application. Typically a business license will be issued 10-14 days following the date of application. For businesses that involve food, offer cosmetology services, or are classified as *conditional uses*, the approval process may take longer. For more information regarding conditional uses and the conditional use permit process, please see **Taylorsville Information Form P-5 Applying for a Conditional Use Permit**.

### Business License Renewals:

All Taylorsville business licenses must be renewed annually. The City will mail a renewal notice approximately one month prior to the expiration date of the current license. To avoid late fees, business owners must return the business license renewal notice prior to the renewal deadline. Please note that although the City sends renewal notices to all businesses prior to the expiration of the current license it is ultimately the responsibility of the business owner to insure that the business license is renewed prior to expiration date.

<sup>1</sup> Application requirements may vary due to business type or proposed location.

(over)

### **Business License Fees:**

- Base fee: \$ 80.00
- Fire Department fee: \$ 10.00
- Police Department fee: \$ 10.00
- Employee fee: \$ 6.00 per full or part time employee
- Amusement Devices: \$ 10.00 per device
- Disproportionate fee: Certain businesses, based on their “disproportionate” impacts or costs to City services, require *disproportionate business license fees* in addition to the fees identified above. Below is a list of all disproportionate fees as identified in Taylorsville City Code:
  - Alcohol and beer sales: Refer to ***Taylorsville Information Form L-2 Liquor Licensing Information*** for information regarding disproportionate fees for all alcohol and beer sales
  - Amusement halls, arcades, game rooms: \$ 70.00 per location
  - Apartments/multiple dwelling rental units: \$ 10.00 per unit in excess of 4 units
  - Financial institutions (banks, credit unions, etc.): \$550.00 per location
  - Fireworks sales: \$200.00 per location
  - Motion picture theaters: \$100.00 per location
  - Nursing, convalescent, or alternative care center: \$ 10.00 per bed
  - Restaurants, fast food, delis, take out: \$225.00 per location
  - Retail department stores, including food and grocery stores: \$900.00 per location
  - Service and gas stations: \$350.00 per location

For information on other fees such as conditional use permits or building permits, please refer to ***Taylorsville Information Form P-17 Consolidated Fee Schedule***.

### **Businesses That Require a Bond:**

Taylorsville City Code requires the following types of businesses to provide a bond in a form acceptable to the City Attorney:

- Christmas tree lots
- Fireworks sales

### **Avoiding Common Problems:**

The City of Taylorsville recognizes that the timely issuance of business licenses is of the utmost importance to many business owners. As a result it is recommended that applicants for new business license consider the following factors that could result in unwanted delays in the approval process:

- Land use and zoning complications.** To insure that a business is permitted at the proposed location, please contact the Taylorsville Planning and Zoning Division regarding your business use and location.
- Building improvements.** Tenant improvements to commercial spaces often require a *building permit* and *certificate of occupancy* prior to the commencement of business operations. Before beginning any building improvements, contact the Taylorsville Building Division for more information.
- Health Department approval.** All businesses in Taylorsville require Health Department approval. Please note that some businesses such as restaurants, bakeries, and beauty salons have strict and specific regulations. Contact the Salt Lake Valley Health Department for more information.
- Unified Fire Authority inspection.** All businesses must pass an on-site inspection by the Unified Fire Authority. Common problems include missing or unlighted exit signs, blocked exit corridors, lack of approved fire extinguishers, and non-functioning fire suppression sprinklers. Contact the Unified Fire Authority for more information.

### **Helpful Phone Numbers:**

The following phone numbers may be helpful for you in licensing your business in Taylorsville:

- Better Business Bureau: (801) 892-6009
- Chamber West (local chamber of commerce): (801) 969-8755
- Salt Lake Valley Health Department
  - Food Protection: (801) 313-6620
  - Cosmetology: (801) 313-6641
- Taylorsville Building Division: (801) 955-2030
- Taylorsville Business License Division: (801) 963-5400
- Taylorsville Planning and Zoning Division: (801) 963-5400
- Unified Fire Authority: (801) 743-7230
- Utah State Department of Alcoholic Beverage Control: (801) 977-6800
- Utah State Department of Agriculture: (801) 538-7124
- Utah State Department of Professional Licensing: (801) 530-6091
- Utah State Department of Commerce: (801) 530-4829
- Utah State Health Department: (801) 538-6108
- Utah State Tax Commission: (801) 297-2200