

# FOR YOUR INFORMATION

## APPLYING FOR A 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, rental, 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 available from the Taylorsville Community Development Department or online at [www.taylorsvilleut.gov](http://www.taylorsvilleut.gov). It is advisable at this step to talk to the Taylorsville Business License Division regarding the business licensing process and any additional requirements.

**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 (see other side for more information).
- If applicable, 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 84111

Telephone: (801) 530-4849 or toll free (877) 526-3994

**Apply online at:**

<https://corporations.utah.gov/> -or-

<https://secure.utah.gov/osbr-demo/welcome>

- 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

**Apply online at:**

<https://www.tax.utah.gov> -or-

<https://secure.utah.gov/osbr-demo/welcome>

**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 the 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 the expiration date.

[OVER]



## Business License Fees:

- Base fee for new businesses (excluding restaurants over 5,000 square feet and department stores over 12,000 square feet): \$ 137.00
- Base fee for new restaurants 5,000 square feet or larger: \$ 362.00
- Base fee for new department stores 12,000 feet or larger: \$ 361.00
- Renewal fee for existing businesses (excluding restaurants over 5,000 square feet and department stores over 12,000 square feet): \$ 78.00
- Renewal fee for existing restaurants 5,000 square feet or larger: \$ 303.00
- Renewal fee for existing department stores 12,000 feet or larger: \$ 161.00
- Disproportionate fees: 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-6 Liquor Licensing Information** for information regarding disproportionate fees for all alcohol and beer sales.
  - Amusement halls, arcades, game rooms: \$ 330.00 per location
  - Automotive \$ 414.00 per location
  - Apartments and other rentals: Refer to **Taylorsville Information Form L-13 Rental Licensing Information** for information regarding disproportionate fees for all residential rentals.
  - Construction and Manufacturing Trades \$ 25.00 per location
  - Convenience stores with gasoline \$ 800.00 per location
  - Department stores/big box \$ 2,000.00 per location
  - Family services \$ 50.00 per location
  - Financial institutions (banks, credit unions, etc.): \$ 889.00 per location
  - Grocery stores \$ 2,000.00 per location
  - Hotel or Motel \$ 83.00 per room
  - Movie theaters: \$ 330.00 per location
  - Nursing and convalescent centers: \$ 20.00 per bed
  - Personal Services (less than 50 employees): \$ 25.00 per location
  - Personal Services (51 to 200 employees): \$ 100.00 per location
  - Personal Services (201 or more employees): \$ 250.00 per location
  - Professional Services (less than 50 employees): \$ 50.00 per location
  - Professional Services (51 to 200 employees): \$ 100.00 per location
  - Professional Services (201 or more employees): \$ 250.00 per location
  - Restaurants and Food services: \$ 225.00 per location
  - Retail/wholesale sales (less than 7,000 square feet): \$ 50.00 per location
  - Retail/wholesale sales (over 7,000 square feet except non department store/big box): \$ 300.00 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**.

## 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 a 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:

- 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 Commerce (main line): (801) 530-6701
- Utah Department of Occupational and Professional Licensing (DOPL): (801) 530-6628
- Utah State Tax Commission: (801) 297-2200

# City of Taylorsville

Community Development Department

2600 West Taylorsville Boulevard

Taylorsville, Utah 84129

Phone: (801) 963-5400 Fax: (801) 955-2052

www.taylorsvilleut.gov



## BUSINESS LICENSE APPLICATION

Application For:  New Business  Change of Ownership  New Location

Business Name: \_\_\_\_\_  
(Please Attach Copy of Business Name Registration from the Utah Department of Commerce)

Business Location: \_\_\_\_\_  
(Street Address - No P.O. Boxes)

\_\_\_\_\_  
(City) (State) (Zip)

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

Mailing Address (if different): \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip)

Ownership Type:  Corporation  LLC  Partnership  Sole Proprietor

If Corporation, List Corporation Name: \_\_\_\_\_

### Contact/Responsible Party Information:

Local Contact:  Manager  Owner  Other: \_\_\_\_\_

Name: \_\_\_\_\_ Home or Cell Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

Information on:  President  General Partner\*  Sole Proprietor  Manager

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

\*Please note that this information is required for all partners in a partnership – attach additional sheets if necessary

Utah State Sales Tax #: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ No. of Employees: \_\_\_\_\_

Is a Tenant Finish or Building Remodel Proposed for this Business?  Yes  No Estimated Starting Date: \_\_\_\_\_

Detailed Nature of Business: \_\_\_\_\_

This form is an application for a business license only. Please note that the completion of the business license application and payment of all applicable fees does not constitute approval to operate a business. Business operations may commence only after all applicable approvals have been given and a business license has been issued. Operating a business without an approved business license constitutes a criminal violation.

I, \_\_\_\_\_, hereby agree to conduct said business strictly in accordance with all Taylorsville City Codes governing such businesses  
(clearly print or type name)

and swear under penalty of perjury, that I have examined the information contained herein and to the best of my knowledge and belief, it is true, correct, and complete.

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

### Office Use Only

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

City ID #: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Code #: \_\_\_\_\_

License Category: \_\_\_\_\_

Base Fee: \$ \_\_\_\_\_

Disproportionate Fee: \$ \_\_\_\_\_

Other \_\_\_\_\_: \$ \_\_\_\_\_

Other \_\_\_\_\_: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

### Planning Division Review

Zoning Designation: \_\_\_\_\_

Parcel #: \_\_\_\_\_

Land Use: \_\_\_\_\_

PU  AC  NC  Non Permitted Use

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

## FOR YOUR INFORMATION...

For more information regarding the business license application process, please refer to Taylorsville City information form **L-1 Applying for a Business License** or **L-1S Solicitando una Licencia por Negocios Comerciales** available from the Taylorsville Community Development Department at Taylorsville City Hall or [www.taylorsvilleut.gov](http://www.taylorsvilleut.gov).