
COMMERCIAL BUSINESS LICENSE APPLICATION

CHECKLIST PRIOR TO SUBMITTAL

1. Complete application
2. Nonrefundable fees
3. Copy of Utah State Department of Commerce business name registration
4. Copy of State of Utah Sales Tax ID number, if applicable
5. Copy of Federal EIN ID number
6. Copy of Occupational or Professional Licenses, if applicable
7. Home daycares must provide copy of Salt Lake County Health Department Approval

CHECKLIST AFTER SUBMITTAL

8. On-site inspections are required for home daycare businesses prior to any consent being granted. It is the applicant's responsibility to schedule an inspection with the South Salt Lake Fire Marshal within 5 business days of application submission. Applicants are responsible for conformance with all applicable city, county, or state codes.

**** ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED ****

Submitting a business license application does not authorize the applicant to conduct business. Conducting business without an approved business license constitutes a Class C Misdemeanor.

It is the applicant's responsibility to provide a complete application and obtain all applicable city, county, or state code approval requirements. Upon notice from the City that your application is incomplete you will have thirty (30) days to correct any problems and/or provide any missing information or payments. Notice of an incomplete application constitutes a denial of your application by the City. All application fees are nonrefundable. Any denial requires submittal of a new application including payment of all costs and fees. At the City's discretion denial of your application may result in your inability to resubmit an application for up to six months. Any denial may be appealed to the Administrative Law Judge pursuant to applicable procedures in the City Code.

NEW COMMERCIAL BUSINESS LICENSE APPLICATION FEES			
License Type	Base Rate	License Type	Base Rate
Amusement	\$147.00	Large Grocery Store	\$1,818.00
Auto Sales/Body/Repair/Towing	\$173.00	Live Entertainment	\$147.00
Check Cashing and Pawn	\$422.00	Lodging – Long Term	\$147.00 + \$89/unit
Booth Rental	\$18.00	Lodging – Short Term	\$147.00 + \$7/unit
Bowling Alley	\$1,354.00	Market/Bakery/Café	\$231.00
Construction/Manufacturing	\$302.00	Mini Storage	\$147.00 + \$.30/unit
Convenience Store – Non Prepay	\$4,318.00	Mobile Food Services	\$147.00
Convenience Store – Prepay	\$2,281.00	Mobile Homes	\$147.00 + \$101/pad
Convenience Store – without fuel	\$1,860.00	Movie Theatre	\$4,470.00
Day Care	\$369.00	Moving/Warehouse	\$312.00
Drug/Variety Store	\$2,052.00	Nonprofit	-
Fast Food	\$1,093.00	Nursing Homes	\$147.00 + \$50/unit
Financial Services	\$719.00	Personal Services	\$291.00
Golf	\$781.00	Private Club/SOB/Tavern	\$1,550.00
Home Occupation	\$43.00	Professional Services	\$225.00
Home Occupation Day Care	\$249.00	Restaurant	\$432.00
Horse Stables	\$180.00	Retail – General	\$372.00
Indoor Sports Training	\$1,720.00	Retail – Large	\$1,633.00
Insurance and Bail Bonds	-	Wholesale	\$366.00

MISCELLANEOUS FEES AND PENALTIES	
Fee	Amount
Operating prior to obtaining business license	100% of base rate
Doing business without a license	\$500
Fire Damage and Close-out Sale	\$25 for the first 30 days / \$10 for 30 day renewal
Overdue Fees – 30 days	50% of base rate
Overdue Fees – 60 days	100% of base rate



Home Occupation Business License Application

Community Development Department

220 East Morris Avenue Ste 200

South Salt Lake City, UT 84115

801.483.6063 / Fax 801.483.6060 / www.sslc.com

Application For: New Business Change of Ownership New Location

1. BUSINESS NAME AND ADDRESS

Business Name				Business Telephone	
DBA		Email Address			
Business Street Address (No PO Box)		Suite or Unit	City	State	Zip
Business Mailing Address (if different)			City	State	Zip
Utah State Sales Tax #	EIN		Utah DOPL License #		

2. BUSINESS OPERATIONS

Describe your business operations in detail:

Location of business in home:

Will customers come to the home? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will your business have outdoor storage? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any commercial business vehicles parked at your home? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like to be emailed about South Salt Lake City news and events? <input type="checkbox"/> Yes <input type="checkbox"/> No

3. BUSINESS OWNER AND RESPONSIBLE PARTY INFORMATION

Business Owner(s) and date(s) of birth	Address		
	City	State	Zip
Telephone	Email		

I hereby agree to conduct said business strictly in accordance with all South Salt Lake City codes governing such businesses 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: _____ Print Name: _____ Date: _____

Office Use Only	Date Received	License Fee	<input type="checkbox"/> Prorated # of Months left _____	License Type
	License #	Receipt #		
	Zoning Approval	Date	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Permitted Use
	Current Zone:		Notes	
	Fire Approval	Date	Notes	

