

## BUSINESS LICENSE RESOURCES

### REGISTRATION OF A BUSINESS NAME – UTAH DEPARTMENT OF COMMERCE

All persons doing business in Utah under an assumed business name must register with the Department of Commerce. For your convenience the State provides a One-Stop Online Business Registration.

*Place:* Heber Wells Building, 160 East 300 South, Salt Lake City *Phone:* (801) 530-4849  
*Toll-Free:* (877) 526-3994 *Website:* [www.utah.gov/business/](http://www.utah.gov/business/)

### DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING (DOPL)

Some businesses may require a special state license, (i.e.: CPA's, cosmetologists, contractors, doctors, massage therapists, etc.)

*Place:* Heber Wells Building, 160 East 300 South, Salt Lake City *Phone:* (801) 530-6628  
*Toll Free:* (866) 275-3675 *Website:* <http://dopl.utah.gov>

### STATE SALES TAX NUMBER

For information on Sales and Use Tax Numbers or other applicable state taxes, contact the Utah State Tax Commission.

*Place:* 210 North 1950 West, Salt Lake City *Phone:* (801) 297-2200  
*Place:* 2540 Washington Blvd 6th Floor, Ogden City *Phone:* (801) 626-3460 *Website:* [www.tax.utah.gov](http://www.tax.utah.gov)

### I.R.S. - FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN)

If your business has employees or operates as a Corporation or Partnership, you must apply for an Employer Identification Number (EIN) using the Internal Revenue Service's Form SS-4.

*Place:* 50 South 200 East, Salt Lake City *Phone:* (801) 779-6963  
*Place:* 324 25th St., Ogden *Phone:* (801) 625-5583 *Website:* [www.irs.gov](http://www.irs.gov)

### UTAH'S LABOR LAWS

For information on Wage and Hour Issues, Worker's Comp, Workplace Safety and more, contact the Utah Labor Commission.

*Place:* 160 East 300 South, Ste #300, Salt Lake City *Phone:* (801) 530-6800 *Website:* [www.laborcommission.utah.gov](http://www.laborcommission.utah.gov)

### DAVIS COUNTY HEALTH DEPARTMENT, ENVIRONMENTAL HEALTH SERVICES DIVISION

For food handler's permits or to request an inspection on a food establishment, nursing home or daycare facility, contact the Davis County Health Department.

*Place:* 22 South State St., 2nd Floor, Clearfield *Phone:* (801) 525-5100  
*Website:* [www.daviscountyutah.gov/health/environmental/default.cfm](http://www.daviscountyutah.gov/health/environmental/default.cfm)

### COTTAGE FOOD ESTABLISHMENTS

Contact the Utah Department of Agriculture and Food if you wish to sell baked/cooked food you've prepared in your home.

*Phone:* (801) 538-7100 *Website:* [www.ag.utah.gov](http://www.ag.utah.gov)

### UTAH DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL IDENTIFICATION (BCI)

Contact BCI for a criminal history disclosure.

*Place:* 3888 West 5400 South, Salt Lake City *Phone:* (801) 965-4445 *Website:* [www.bci.utah.gov](http://www.bci.utah.gov)

### ALCOHOLIC BEVERAGE CONTROL

Contact the Utah Department of Alcoholic Beverage Control if you plan on selling any alcohol on premise.

*Place:* 1625 South 900 West, Salt Lake City *Phone:* (801) 297-2200 *Website:* [www.abc.utah.gov](http://www.abc.utah.gov)

### TOBACCO / CIGARETTE SALES

The sale of cigarettes and/or tobacco requires a license from the Utah State Tax Commission.

*Place:* 210 North 1950 West, Salt Lake City *Phone:* (801) 297-3540 *Website:* [www.tax.utah.gov](http://www.tax.utah.gov)

### BUREAU OF CHILD CARE LICENSING

Contact the Utah State Department of Health, Bureau of Child Care Licensing if you are planning to open a child care/daycare facility.

*Place:* Northern Region Office, 189 South State Street, Ste #200, Clearfield *Phone:* (801) 525-1400 or (800) 883-9375

*Website:* <http://health.utah.gov/licensing>