



23 East Center Street
Kaysville, UT 84037
Phone: (801)546-1241

WHAT DO I NEED TO DO TO GET A BUSINESS LICENSE?

ALL BUSINESSES will need to **register** their **business name** with the state. This can be done at the Department of Commerce. Fees range from \$22.00 to \$52.00 and are non-refundable. If you apply in-person or online, you can usually receive your registration information once you finish.

Place: Heber M. Wells Building
160 East 3rd South, Salt Lake City
Phone: (801) 530-4849
Website: <http://www.corporations.utah.gov/>
OneStop Registration Website: <https://secure.utah.gov/osbr-user/user/welcome.html>



Sales Tax: IF YOU ARE A BUSINESS THAT WILL BE COLLECTING SALES TAX (YOU WILL BE SELLING OR RESELLING PRODUCTS TO CONSUMERS), you will need to get a sales tax number from the Department of Commerce. Their information is listed above and, again, you can walk out with your sales tax number if you go into their office or register online.

Place: Utah State Tax Commission
210 North 1950 West, Salt Lake City
Phone: (801) 297-2200
Website: <http://www.tax.utah.gov>

Types of Businesses:

Home Occupations: The business license officer will help you determine if your business is minor or major in nature.

- **Minor Home Occupation:** A minor home occupation is a business conducted in a home that has minor impact on a neighborhood. (Contractors offices, handymen, woodworking businesses are considered as Major Home Occupations.)

To obtain this license, an applicant needs to register their business name with the Department of Commerce and get a sales tax number if collecting sales tax. Fill out a business license application, and read and sign a minor home occupation affidavit. Due to recently adopted legislation ([S.B. 081](#)) certain home-based businesses may be exempt from licensing fees. A license is still required to conduct business within the City; however you may be exempt from paying an annual licensing fee. Carefully read the Home Occupation Affidavit, and sign if you feel you should be exempt. Your application will be reviewed in detail by the Planning Department to determine whether or not the exemption applies to your business. It is important that you be very specific under the "Description of Business" category to help with this determination.

- **Major Home Occupations A & B:** A major home occupation is a business conducted in a home that has potential for impact on the neighborhood. This license requires approval from the Planning Commission. Fill out a conditional use permit application to be placed on the next available agenda. You will be notified of the date and time that you will be on the agenda. The Zoning Administrator will be calling you to go over the Home Occupation Ordinance and possibly meet with you on site. You will also need to register your business name with the Department of Commerce and get a sales tax number if you will be collecting sales tax. After approval from the Planning Commission, you will need to pay the set up fee for a business license and pay the business license fee for a major home occupation. Home occupation licenses are renewed annual on or before December 31st. License fees are not pro-rated.

Commercial Businesses: Commercial businesses are businesses conducted in the commercially zoned areas of the city. The Zoning Administrator or Business License Officer can help you determine if your proposed business is in a commercial zone. To obtain a license, register your business name with the state and get a sales tax number if you will be collecting sales tax. Once the Zoning Administrator has approved your business in a commercial zone site, you may apply for a business license, pay the set up fee and pay the business license fee. A form will need to be filled out for the police department. A fire inspection will need to be done by the City Fire Department before a business license can be sent. Your business may or may not also require an inspection from the health department.

Temporary Merchants: This is for a business that is temporary or seasonal in nature. You will need to register your business name with the state and obtain a temporary tax number. For a temporary tax number you can call the Dept. of Commerce Special Events Collection Division at: (801) 297-6303. You will need to submit a site plan for your proposed business that indicates where you will set up your temporary business, also indicating off street parking, and a letter from the property owner

giving permission to use their property. The Zoning Administrator will then look at the proposed site and see if it will work with zoning and city regulations. You must be approved for every site you wish to do business from. Once approved by the Zoning Administrator, you will need to pay the set up fee, pay the business license fee, and a refundable bond. The bond will be refunded to you once your business has finished, vacated the site(s) and the Zoning Administrator has conducted an inspection to see that everything has been restored to its previous state. Temporary Merchants are also required to have a Health Department inspection if they are selling food. A fire inspection will be required of firework stands.

Other Possible Requirements with Application:

Professional License: A professional license will need to be obtained from the state for certain professions, i.e., CPA's, doctors, contractors, beauticians, nail technicians, some handymen, etc.

Place: Heber M. Wells Building
160 East 3rd South, Salt Lake City
Phone: (801) 530-6628
Website: <http://www.dopl.utah.gov>

Health Dept. Inspection: All businesses dealing with food that is served to the public will need to be inspected by the Davis County Health Department or Department of Agriculture and Food before a business license can be obtained. This also includes preschools provided in a home or commercial site.

Place: Davis County Health Department
22 South State Street, Clearfield, Utah 84015
Phone: (801) 525-5000
Website: <http://www.daviscountyutah.gov/health>

Place: Utah Department of Agriculture & Food
350 North Redwood Road, Salt Lake City
Phone: (801) 538-7100
Website: <http://www.ag.utah.gov>

Fire Inspection: A fire inspection is required on all commercial businesses and all day cares and preschools. A fire inspection may also be required on a home occupation that may use hazardous or combustible materials. To schedule a fire inspection, please call the Kaysville Fire Department at 801-544-2860.

Child Care Licensing: Residential child care of not more than 12 children may be allowed by conditional use permit in all residential zones. A provider who cares for 5 to 8 children should obtain a State Residential Child Care Certificate. A provider who cares for 9 or more children shall obtain a State license.

Place: Child Care Licensing, Salt Lake Region Office
3760 South Highland Drive, Room 403, Salt Lake City, UT 84106
Phone: (801) 273-6617
Website: <http://www.health.utah.gov/licensing/>

Check list to obtain a business license:

- ☒ Register business name with the state of Utah, Dept. of Commerce (address listed on front page)
- ☐ Obtain sales tax number from the Utah Dept. of Commerce (address listed on front page)
- ☐ Conditional Use Permit (requires Planning Commission approval)
- ☐ Professional State License (CPA, doctor, contractor, beauticians, nail tech, day care)
- ☐ Health Dept. Inspection
- ☐ Fire Inspection
- ☐ Police Form
- ☐ Special Event temporary sales tax number (Call (801) 297-6303 to obtain)
- ☐ Site plan & letter from property owner
- ☒ Business license set-up fee (This is a one time fee of \$15.00)
- ☒ Fill out business license application and pay for business license fee(s) in the amount of:
 - \$65 – Major Home Occupation A \$100 – Temporary Merchant (excluding fireworks stands)
 - \$65 – Major Home Occupation B \$100 – Temporary Merchant Refundable Bond
 - \$80 – Commercial Business \$350 – Fireworks Stand
 - \$40 – Secondary Commercial \$300 – Fireworks Stand Refundable Bond

If you should have any questions, feel free to call Business Licensing at (801) 546-1241.