



**SYRACUSE**  
EST. CITY 1935

## **BUSINESS LICENSING**

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**OneStop**  
Online Business Registration

[osbr.utah.gov](http://osbr.utah.gov)



OneStop Business Registration is the most convenient way to register your business in Utah. Fully accessible 24 hours a day, 7 days a week.

## **GENERAL LICENSING REQUIREMENTS** **TEMPORARY COMMERCIAL SALES**

Welcome to Syracuse City's Business Community! We hope your business venture is successful.

***Use of your Temporary or Seasonal Business endeavors is allowed on a limited basis.***

### **LICENSING PROCESS:**

- 1. Business Registration:** Each business owner must register their business name with the Department of Commerce. The easiest way to accomplish this would be visiting the One Stop Business Registration link: [osbr.utah.gov](http://osbr.utah.gov) This link also allows business owners to register with the Utah State Tax Commission, Utah Labor Commission, Utah Department of Workforce Services, and Utah Department of Environmental Quality. If you have any questions regarding this part of the process, you may contact the One Stop Business Registration help-line at 801-530-4849.
- 2. Applications:** All application forms must be completed and turned in with payment or the application will not be processed.  
  
**Application fee are as follows:**  
Business License Fee - \$50 (6 months maximum)  
\*Fireworks Stand(s) - \$300 Fire Inspection  
(If required: Conditional Use Application and/or City Concessionaire Agreement)
- 3. Site Plan:** Each applicant must submit a drawing of a site plan of the area that will be used for business showing the total square footage of the site, including the square footage of the area. This can be hand drawn.
- 4. Inspections and approvals:** ALL businesses must have a Building and Fire inspection done. If the business involves children coming to the home, the Police Department will need to conduct a background check on all individual 18 years and older residing at that address. The application fee covers the cost of all inspections and the approval process. There is a Home Self-Inspection worksheet for businesses that will not have customers entering the home.
- 5. Building & Fire Inspection:** The City requires that Temporary and Seasonal Business establishments be inspected by City Building and Fire Inspectors before any business can be conducted. Fees collected at the time of the application cover the required inspections.
- 6. Clean-up of Site:** The applicant shall ensure clean-up and necessary restoration of the business site location in a timely manner, returning the proposed site to the original condition upon completion of temporary use.

Thank you for joining the Syracuse City Business Community!

***Syracuse City Business Licensing Department***