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**SYRACUSE**  
EST. CITY 1935



[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.

## **HOW TO OBTAIN 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.

Place: Heber M. Wells Building  
160 East 3<sup>rd</sup> 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. You can 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 official can 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 or low offsite impact on a neighborhood. 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 pay the appropriate fees. ***Certain home-based businesses may be exempt from licensing fees, but are still required to register to conduct business within the City.*** Your application will be reviewed in detail by the Business License Official to determine whether the exemption applies to your business. It is important that you be very specific under the description of your business on the application to help with this determination.

**Major Home Occupations:** A Major home occupation is a business conducted in a home that has potential for impact on the neighborhood. Fill out a business license application and pay the appropriate fees. This license requires approval from the Planning Commission, and the Commission may impose conditions on your business to reduce your impact on the neighborhood. Fill out a conditional use application and pay the required fees. You will be notified of the date and time that you will be on the Planning Commission agenda. The Zoning Administrator will contact you to go over the home occupation ordinances 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. Home occupation licenses are renewed annually on or before December 31<sup>st</sup>. 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 Official can provide information on zoning for your proposed site. 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 and pay the commercial business license fee. A fire inspection must be completed by the City Fire Department before a business license is issued. Your business may also require an inspection from the Health Department. Any remodeling or Building Department questions, contact 801-614-9670.

**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 from which you wish to do business. Once approved by the Zoning Administrator, you will need to pay the business license fees. Temporary Merchants are also required to have a Health Department inspection if they are selling food. A Fire Department 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, Handymen, etc.

Place: Heber M. Wells Building  
160 East 3<sup>rd</sup> 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, day cares and preschools. A fire inspection may also be required on a home occupation that involves hazardous or combustible materials. To schedule a fire inspection, please call the Fire Department at 801-614-9614.

**Child Care Licensing:** Residential child care of not more than 16 children may be allowed by conditional use permit in residential zones. A provider who cares for 5 to 8 children must 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/>

**Checklist to obtain a business license:**

- \_\_\_\_\_ Register business name with the State of Utah Department of Commerce
- \_\_\_\_\_ Obtain sales tax number from the Utah Department of Commerce
- \_\_\_\_\_ Conditional Use Permit (requires Planning Commission approval)
- \_\_\_\_\_ Professional State License (CPA, Doctor, Contractor, Beauticians, Nail Tech, Daycare, etc)
- \_\_\_\_\_ Health Department Inspection (if required)
- \_\_\_\_\_ Fire Inspection (if required)
- \_\_\_\_\_ Police Forms, Background Checks (if required)
- \_\_\_\_\_ Special Event temporary sales tax number (Call 801-297-6303 to obtain)
- \_\_\_\_\_ Site plan & letter from property owner (if required)
- \_\_\_\_\_ Low Impact Home Occupation - Exempt from licensing fees  
(If you request that a Business License be issued & printed by the City there is a \$25.00 Administration fee)
- \_\_\_\_\_ Business License fee(s) in the amount of:
  - Home Occupation \$100.00
  - Commercial Business \$100.00 - \$350.00 (based on sq. ft.)
  - Temporary Commercial \$50.00

**If you have any questions, please call Business Licensing at 801-614-9627  
or check out the 'Doing Business' tab on [www.syracuseut.com](http://www.syracuseut.com) for more information and forms**