

# Starting a New Home Daycare Business in South Jordan City



## A Helpful Checklist to get you Started!

Home occupation means any income-producing use conducted within a dwelling unit by persons residing in the dwelling unit, and which use is clearly incidental, secondary, and compatible to the residential use of the building. In general, a home occupation is an accessory use so located and conducted that neighbors, under normal conditions, will not be significantly affected by its existence, and provided further that all conditions of Section 17.98 of this Title are satisfied (Municipal Code 17.08.020). Daycare is providing care and supervision for children under age 14 for more than 4 hours a day.

### Application Procedure:

- BUSINESS NAME** - Decide on a name for your business and register it with the Utah State Department of Commerce. This may be done on the internet at [www.business.utah.gov/registration](http://www.business.utah.gov/registration). This OneStop Online Business Registration site is a secure online service available 7 days a week, 24 hours a day. You may also reach them by calling:  
(877) 526-3994.  
 **Completed**
- FEDERAL TAX ID #** - You will need to get a Federal Tax ID number, also known as an Employer Identification Number (EIN). If you are a sole proprietor with no employees, your social security number can service as your ID number. An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need an EIN. You may apply for an EIN in various ways, and now you may apply online. This is a free service offered by the Internal Revenue Service. Go to [www.IRS.gov](http://www.IRS.gov) to apply for this number. You may also receive an EIN number through the OneStop Online Business Registration site.  
 **Completed**
- SALES TAX #** - Contact the Utah State Tax Commission for a Sales Tax Number. They can answer all your questions on whether or not you will need a sales tax number.  
How do I get a sales tax number?  
You can apply online through Utah's OneStop Online Business Registration service or by mail using Form TC-69, Utah State Business and Tax Registration. Your sales tax license will be mailed to you within 30 days of approval. If you or other listed owners, partners, officers, members or trustees have a history of filing or paying sales tax late, you must pay the outstanding liabilities and/or post a surety bond before receiving a new sales license.  
 **Completed**
- STATE LICENSE** – If you plan to have three or more children you will need to be licensed with the Bureau of Child Care Licensing. They can be contacted at (801) 273-6617. NOTE: Before a South Jordan City Business License can be issued, you WILL need to have a State license. **IMPORTANT NOTE: When you receive your state license it may say that you are approved for up to eight (8) children. South Jordan City only allows SIX (6) children for a home occupation daycare license.**  
 **Completed**

5. **HEALTH DEPARTMENT** – The Salt Lake County Health Department requires an inspection be done. There is a separate fee for this. Please contact them at (385)468-3845 for more information and to schedule an inspection

**Completed**

6. **APPLICATION** – Complete the Home Occupation Business License Application and packet, as well as obtain labels from Salt Lake County Recorders office.

Fill out all required forms and obtain additional REQUIRED information:

- Complete ALL sections of the Home Occupation Business License application and attach any required documents.
- **Read and sign** the Home Occupation Ordinance Agreement 17.98
- **Provide a sketch** or copy of the floorplan of the dwelling and note the area to be devoted to the home occupation. Include dimensions of the dwelling as well as dimensions of the area that will be devoted to the home occupation. Include the total square footage of the dwelling , as well as the total square footage of the area devoted to the home occupation.
- **The applicant must go to the Salt Lake County Recorders office and get mailing labels** of property owners within 300 feet of your residence. The Recorders office requires the applicant have the completed Home Occupation Business License application with them when picking up the mailing labels. These are the **ONLY** labels South Jordan City will accept. ALL Home Occupation Business License applications are required to submit mailing labels. The Salt Lake County Recorders office is located at:  
**Salt Lake County Building**  
**2001 S. State St. #N1600**  
**Salt Lake City, UT**  
**(801) 468-3391**

**Completed**

7. **SUBMIT APPLICATION** – Submit the completed application at South Jordan City Hall, including mailing labels, sketch of dwelling, and any other applicable attachments, and pay the non-refundable Home Occupation Business License fee of \$47 plus the cost of the postage for the mailing labels obtained from the Salt Lake County Recorders office.
8. Property owners within 300 feet of your residence are allowed 14 days of the notice mailing to object to the applicant’s proposed business. If there are objections, a hearing is required.
9. If your Home Occupation Business License application is approved through the application review process (Code 17.98.050) the Business License Official will prepare the business license and mail it to the applicant, usually within **4-5 weeks**.

***It is the applicant’s responsibility to provide these items when presenting a Home Occupation Business License application. Incomplete applications CANNOT be accepted. Once these things are completed THEN you may apply for a South Jordan City business license.***