

Starting a New Business in South Jordan City

A Helpful Checklist to get you Started!



1. 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. 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

2. If you are a sole proprietor who has employees, or you are a partnership or incorporated, you will have 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 to apply for this number. You may also receive an EIN number through the OneStop Online Business Registration.

Completed

3. 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

4. Department of Professional Licensing (DOPL or State License)

Contact them to find out if you will need a state license.

Phone: (801) 530-6628 Toll-Free: (866) 275-3675

Completed

5. Salt Lake County Health Department

Non-food related – phone: (385) 468-3793

Food related – phone: (385) 468-3845

OR

Utah Department of Agriculture and Food

Phone: (801) 538-7159

Completed

It is the applicant's responsibility to provide these items when presenting a business license application. Incomplete applications will not be accepted. Once these things are completed THEN you may apply for a South Jordan City business license.

BUSINESS LICENSE APPLICATION

Send all completed and properly signed forms (including attachments as necessary) along with applicable licensing fees to: South Jordan City, Business Licensing, 1600 W. Towne Center Drive, South Jordan City, UT 84095
Telephone: 801-254-3742



***INCOMPLETE APPLICATIONS WILL BE RETURNED**

*** Please Allow 4-5 weeks for approval**

Section 1: Business Information		
Business Name/DBA:		Website:
Location of Business:		Apt/Suite No.
City:	State:	Zip Code:
Business Telephone:	Business Fax:	Email:
Have you been previously licensed for this business? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, under what name & jurisdiction?		
Section 2: Applicant Information		
Applicant:		
Address:		Apt/Suite No.
City:	State:	Zip Code:
Telephone:	Email:	
Section 3. Business Mailing Address. (This is the address where all license and renewal forms will be sent)		
<input type="checkbox"/> Same as Section 1	<input type="checkbox"/> Same as Section 2	<input type="checkbox"/> Send all correspondence to:
Type of Organization: <input type="checkbox"/> Corporation; <input type="checkbox"/> Partnership; <input type="checkbox"/> Sole Proprietorship; <input type="checkbox"/> Other		
State License # (if applicable):	License Type:	Expiration Date:
Utah Sales Tax #:	Federal Tax ID #:	
Section 4. Business Information		
Projected Opening Date for Business:		
Daily Hours of Operation: ____ a.m. to ____ p.m. S M T W Th F S		
Detailed Description of Business:		
Number of Full-Time Employees: _____	Number of Part-Time Employees: _____	
Has this business been registered with the State of Utah Commerce Dept? <input type="checkbox"/> Yes <input type="checkbox"/> No		
EPA Hazardous materials on site? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, MSDS of chemicals must be attached.		

Section 5: Reason for Application

- | | |
|---|--|
| <input type="checkbox"/> Business License Renewal | <input type="checkbox"/> Transfer of Business Location |
| <input type="checkbox"/> New Business License | <input type="checkbox"/> New Business Name |
| <input type="checkbox"/> New Business Owner | <input type="checkbox"/> Temporary Business License |

**I AM AWARE THIS APPLICATION DOES NOT AUTHORIZE CONDUCTING BUSINESS UNTIL APPROVED BY SOUTH JORDAN CITY AND LICENSE HAS BEEN ISSUED. ALL FEES ARE NON REFUNDABLE.
RENEWAL OF THIS LICENSE IS THE RESPONSIBILITY OF THE BUSINESS OWNER. FAILURE TO RECEIVE A RENEWAL NOTICE DOES NOT EXCUSE THIS RESPONSIBILITY.**

I HAVE READ THE FOLLOWING AND AGREE TO COMPLY WITH ALL ORDINANCES, CODES AND REGULATIONS SET FORTH BY SOUTH JORDAN CITY, SALT LAKE COUNTY, THE STATE OF UTAH, AND FEDERAL STANDARDS, WHICH EVER APPLIES. I ATTEST THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT. I ATTEST THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

IF THIS APPLICATION IS SIGNED IN BEHALF OF A COPORATION, THE SIGNATURE ALSO CERTIFIES THAT HE/SHE IS AUTHORIZED TO ACT ON ITS BEHALF.

SIGNATURE _____ DATE _____

***OFFICIAL USE ONLY ***

Department Review	Date Reviewed	Recommendation	Initials	Explanation if not recommended for approval
Planning & Zoning Division		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Building Division		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Police		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Fire		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Public Works		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Utilities		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Code Compliance		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
South Valley Health		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		

License Number: _____ Issued: _____ Zoning: _____

South Jordan Business License #:



EMERGENCY INFORMATION

(Must be completely filled out)

The City of South Jordan provides 24 hour police and fire protection to your businesses. In order for us to provide the best possible service, we need current information on responsible company persons capable of being contacted after business hours and who are able to respond to your business within 15-20 minutes, if needed. Please print as clearly as possible.

Business Information

Business Name: _____

Business Address: _____

Business Phone #: _____

E-mail Address: _____

Responsible Persons

Name: _____

Position: _____

Home Address: _____

Home Phone #: _____ Cellular #: _____

Name: _____

Position: _____

Home Address: _____

Home Phone #: _____ Cellular #: _____

Name: _____

Position: _____

Home Address: _____

Home Phone #: _____ Cellular #: _____

This information is confidential and will only be used for official business only. If any of the above information changes, please contact us at 801-254-3742.

Date: _____