

# NEW BUSINESS COMPLIANCE CHECKLIST

## REGISTRATION OF A BUSINESS NAME

All persons or partners doing business in Utah under an assumed business name must register with the Department of Commerce. A \$22.00 filing fee is charged.

Place: Heber Wells Building, 160 East 300 South Phone: (801) 530-4849

[www.commerce.utah.gov](http://www.commerce.utah.gov)

## STATE BUSINESS LICENSE

Under certain circumstances, a special state business license may be required for your business. Usually, only professionals need a state business license, i.e. CPA's, doctors, contractors, etc.

Place: Heber Wells Building, 160 East 300 South Phone: (801) 530-6628 [www.dopl.utah.gov](http://www.dopl.utah.gov)

## CITY COUNTY BUSINESS LICENSES

Business licenses may or may not be required by cities or counties throughout the state.

Contact your Local City or county office for details.

**\*In Salt Lake City, a Revenue and Regulatory License is required. \***

### Salt Lake City

Place: 451 South State Street, Room 225

Phone: (801) 535-6644

[www.slcgov.com/ced/business](http://www.slcgov.com/ced/business)

### Salt Lake County

Place: 2001 South State Street

Phone: (385) 468-6700

[www.co.slc.ut.us](http://www.co.slc.ut.us)

## FEDERAL EMPLOYER'S TAX I.D. NUMBER

Every person without a previous tax number who pays wages to one or more employees or is required to file any federal reports must apply for a tax number on Form SS-4 with the IRS.

Place: 50 South 200 East Phone: 1-800-829-4933 [www.irs.ustreas.gov/formspubs/index.html](http://www.irs.ustreas.gov/formspubs/index.html)

## FEDERAL TAX INFORMATION

Contact the IRS for information related to income, excise, self-employment and other federal taxes. The IRS also provides a Business Tax Kit and Tax Seminar for businesses. The seminar will provide you with basic instructions and forms for reporting federal taxes on your business.

Place: 50 South 200 East Phone: 1-800-829-1040

[www.irs.gov](http://www.irs.gov)

## MINIMUM WAGE LAWS

Many businesses are subject to federal minimum wage, overtime and child labor law regulations. For information, contact the U.S. Department of Labor, Wage, Hour and Public Contracts Division. For information on STATE of Utah minimum wage, unpaid wages and child labor laws contact: Utah Labor Commission, Wage Claim Unit. 60 E So Temple, 575 Phone: (801) 530-6801

Federal:

State:

[www.dol.gov/dol/topic/wages/minimum\\_wage.htm](http://www.dol.gov/dol/topic/wages/minimum_wage.htm)

[http://laborcommission.utah.gov/divisions/AntidiscriminationAndLabor/wage\\_claim\\_unit.html](http://laborcommission.utah.gov/divisions/AntidiscriminationAndLabor/wage_claim_unit.html)

## UTAH STATE CHILD CARE

Contact the State Office of Licensing if you plan on opening a child care/day care center at your home or in a commercial location.

## OFFICE OF LICENSING

Place: 3760 S Highland Drive #403 Phone: (801) 273-6617 [www.health.utah.gov/licensing](http://www.health.utah.gov/licensing)

## WORKER'S COMPENSATION INSURANCE

The Industrial Accidents Division of the Utah Labor Commission, monitors and administers the workers' compensation program for the state of Utah, and monitors all businesses in the state to ensure that they are complying with the state requirement to provide workers' compensation for their employees and will investigate those that are not. For those that are eligible, waivers may be obtained. For more information contact the Utah Labor Commission, Division of Industrial Accidents

Place: 160 East 300 South, 3<sup>rd</sup> Floor Phone: (385) 351-8000 Toll Free 1-800-446-2667

<http://laborcommission.utah.gov/divisions/IndustrialAccidents/index.html>

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**CITY/COUNTY HEALTH SERVICES**

**Place: 788 East Woodoak Lane (5400 South)**

Environmental Health

**Phone: (385) 468-3835**

Food Protection

**Phone: (385) 468-3845**

[www.slvhealth.org/eh](http://www.slvhealth.org/eh)

**STATE TAX INFORMATION & EMPLOYER'S TAX I.D. NUMBER**

**For information related to income tax, sales and use taxes, and other applicable state taxes as well as information concerning applications for a state tax number may be obtained from the Utah State Tax Commission.**

**Place: 210 North 1950 West      Phone: (801) 297-2200 or 1 800-662-4335**

[www.tax.utah.gov](http://www.tax.utah.gov)

**TOBACCO/CIGARETTES SALES**

**If you sell cigarettes and/or tobacco you must obtain a license from the Utah State Tax Commission.**

**Place: 210 North 1950 West      Phone: (801) 297-2200**

[www.tax.utah.gov/tobacco](http://www.tax.utah.gov/tobacco)

**UNEMPLOYMENT INSURANCE**

**Unemployment insurance, both state and federal, is generally required in firms with one or more employees. For information, contact the Department of Workforce Services.**

**Place: 140 East 300 South      Phone: (801) 526-4400**

<http://jobs.utah.gov/ui/Employer.asp>

**ZONING**

**Contact your local zoning office to ensure that your business location is properly zoned for commercial use.**

Salt Lake City

Place: 451 South State Street, Room 215

**Phone: (801) 535-7700**

[www.slcgov.com/ced/buildzone](http://www.slcgov.com/ced/buildzone)

Salt Lake County

Place: 2001 South State Street

**Phone: (385) 468-6700**

[www.pwpds.slco.org/zoning](http://www.pwpds.slco.org/zoning)

**PROPERTY TAXES**

**Property taxes are levied on land, building and equipment used in business. For information in Salt Lake City, contact the County Assessor.**

**Place: 2001 South State Street      Phone: (385) 468-6700**

[www.assessor.slco.org](http://www.assessor.slco.org)

**For cost or price, contact the Treasurer's Office at (801) 468-3400.**

**BULK SALES ACT**

**When purchasing a business, the purchaser is potentially subject to liability for all debts of the acquired business. Compliance with the Utah Bulk Sales Act is a means of limiting this liability. Seek competent legal advice in order to comply with this act. Phone: (801) 297-2200**

**ALCOHOLIC BEVERAGE CONTROL**

**Contact the State Department of Alcoholic Beverage Control if you plan on selling ANY ALCOHOL OR BEER on premise. Place: 1625 South 900 West      Phone:(801) 977-6800**

[www.abc.utah.gov](http://www.abc.utah.gov)

**BUREAU OF CRIMINAL IDENTIFICATION**

**Contact BCI for a criminal history disclosure, i.e. felony or misdemeanor citations, etc.**

**Place: 3888 West 5400 South (Take 2700 West South to 5400 S. Turn West. Just beyond Bangerter HWY. Behind McDonalds)      Phone: (801) 965-4445**

[www.bci.utah.gov](http://www.bci.utah.gov)

**IMPORT/EXPORT LICENSING**

**If you are interested in either importing or exporting into Utah you will want to check with the following agencies for rules and regulations.**

**US Customs Importing:**      [www.customs.gov/xp/cgov/import/](http://www.customs.gov/xp/cgov/import/)

**US Customs Exporting:**      [www.customs.gov/xp/cgov/export](http://www.customs.gov/xp/cgov/export/)

**Utah Exporting:**      <http://www.buyusa.gov/utah/>