



Tooele City Corporation
90 North Main St.
Tooele, UT 84074
Phone: (435) 843-2110
Fax: (435) 2119

Commercial Business License
Check List

**All items must be completed before license will be issued*

1. Pick up Business License Application from Tooele City Recorder's Office, Suite 227
2. Complete Application, with character reference. Notarization required for all new business licenses.
3. Comply with Planning & Zoning Departments.
4. Comply with Tooele City Building Department regulations. If an inspection is needed, the first inspection will be at no charge. If additional inspections are needed, they are \$50.00 for each inspection thereafter.
5. Comply with Fire Department regulations, if applicable.
6. Comply with Health Department, if applicable.
7. If food related, comply with Wastewater Treatment Plant regulations.
8. When license has been approved by all departments, pay Business License Fee in Tooele City Finance Department. Business License fee: \$40.00 including \$3.00 for each full-time employee (40+ hours a week).

- Records Office: 435-843-2110
- Planning & Zoning Department: 435-843-2130
- Building Department: 435-843-2130 (Building Dept. inspection scheduling done by Community Development Department, at same phone number, call when ready for inspection)
- Fire Department: to schedule an appointment for a Fire Inspection call Harry Shinton 241-3765, Sam Colovich 840-2310, or Troy Tate, 830-6832
- Tooele County Health Department: 435-843-2300
- Wastewater Treatment Plant: 435-882-1952

**When all departments have done inspections and given approval,
the business license will then be issued.**