



Tooele City Corporation
90 North Main Street
Tooele, Utah 84074
Phone: (435) 843-2110
Fax: (435) 843-2119

Commercial Business License Check List

- _____ 1. Pick up Business License Application from the Tooele City Recorder's Office, Suite 227 OR the Tooele City website: www.tooelecity.org. Go to "City Departments" and click on "City Recorder."
- _____ 2. Complete the application with a character reference. Notarization is required for ALL applications. (We do have notaries in City Hall)
- _____ 3. Comply with the Planning & Zoning Department.
- _____ 4. Comply with Tooele City Building Department Regulations. If an inspection is needed, the first inspection is complimentary. 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 Regulations, if applicable.
- _____ 7. If food related, Health Department and Wastewater Treatment Plant Regulations will need to be complied with.
- _____ 8. When license has been approved by all departments, pay Business License Fee in the Tooele City Finance Department. The licensing fee is \$40 including \$3 for EACH employee. (Renewable every January)
 - ❖ Recorder's Office: (435) 843-2110
 - ❖ Planning & Zoning Department: (435) 843-2130
 - ❖ Building Department: (435) 843-2130
 - ❖ Fire Department: They will contact you to schedule an inspection, if one is required.
 - ❖ Tooele County Health Department: (435) 277-2440
 - ❖ Wastewater Treatment Plant: (435) 882-1952

***When ALL Departments have completed their inspections and given approval,
the business license will then be issued once fees are paid.***

NOTE: We encourage copies of current Tax ID & Business Registration Information with the State of Utah