



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

## Home Occupation Business License Check List

- \_\_\_\_\_ 1. Register your business with the State of Utah toll-free at (877) 526-3994 OR online at <https://secure.utah.gov/osbr-user/user/welcome.html>
- \_\_\_\_\_ 2. Pick up Business License Application from the Tooele City Recorder's Office, Suite 227 OR the Tooele City website: [www.tooelecitey.org](http://www.tooelecitey.org).
- \_\_\_\_\_ 3. Complete the application with a character reference. Notarization is required for ALL applications. (We do have notaries in City Hall)
- \_\_\_\_\_ 4. Provide copy of State License, if applicable. (Contractor, cosmetologist, massage, Daycare, Real Estate)
- \_\_\_\_\_ 5. Comply with the Planning & Zoning Department and applicable Ordinances.
- \_\_\_\_\_ 6. 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.
- \_\_\_\_\_ 7. Comply with Fire Department Regulations, if applicable.(Day care/Preschools)
- \_\_\_\_\_ 8. Comply with Health Department Regulations, if applicable. (Salons, Day care, Preschools)
- \_\_\_\_\_ 9. When license has been approved by all departments, pay Business License Fee in the Tooele City Finance Department. The licensing fee is \$40 (Renewable every January)
  - ❖ Recorder's Office: (435) 843-2110\
  - ❖ Planning & Zoning Department: (435) 843-2130
  - ❖ Building Department: (435) 843-2130
  - ❖ Fire Department: Harry Shinton (435) 241-3765; Sam Colovich (435) 840-2310; Jed Colovich (435) 830-3379
  - ❖ Tooele County Health Department: (435) 277-2440

***When ALL Departments have completed their inspections and given approval,  
The business license will then be issued.***