



Starting a Business in Tooele

We appreciate your interest in Tooele!

It is important to anyone contemplating a new Business, or the expansion of an existing firm, to get off to a good start. This outline is designed to assist you in avoiding unnecessary delay, expense and effort.

We can be of assistance to you in the planning stages of your new venture and are here to help. A most important first step is to seek the advice of professionals in matters of law, accounting, real estate, insurance and banking. We can direct you to the information sources best qualified to assist you.

After you are established, we hope you will be joining the Chamber of Commerce and take an active part in the community efforts to make Tooele a better place in which to live, work and play.

Patrick Dunlavy, Mayor
Tooele City



This checklist is designed to introduce you to the different governmental departments involved with starting your new business. The staff members of the various offices listed below will be very happy to help guide you through this process.

Business and Information Services

Tooele City

90 North Main Street Phone: (435) 843-2100
Tooele, UT 84074 Fax: (435) 843-2119 Business License

Mayor's Office

Patrick Dunlavy
90 North Main Street Phone: (435) 843-2104
Tooele, UT 84074 Fax: (435) 843-2109

Business Assistance/Economic Development

Brian Berndt, Economic Development/RDA Director
90 North Main Street
2nd Floor City Hall Phone: (435) 843-2103
Tooele, UT 84074 Fax: (435) 843-2109

Business Licenses

To operate a business within Tooele City it is necessary to first obtain a business license. Check with the Finance Department for more details.

- General Business License - Decide if the business will only require a general license.
- Special Business License - Determine whether the business requires a special license.
- Sales and Use Tax - Ensure applicant has a Utah privilege tax (sales tax) ID number prior to submitting business license application.

You can contact Sharon at the Recorder's at (435) 843-2110.

Public Health Issues

The Tooele County Health Department is responsible for many aspects of protecting public health. Check with them if your business involves:

- Septic Tanks - Specify if your project site is on a lot containing a septic system.
- Food & Beverage - Determine if your business involves foods or beverages in any manner.
- Hotels, Motels, RV Parks, etc. - Decide if your business is a short-term stay facility, such as a campground, bed and breakfast, trailer park, etc.

- ❑ Animals - Confirm whether your proposed business is a pet shop, grooming shop or kennel, or handles animals in any regard.

You can contact the County Health Department at (435) 843-2300.

Planning & Zoning Issues

Community Development will assist you in dealing with zoning, landscaping, parking and screening requirements.

- ❑ Zoning - Determine if your business type may be limited to a specific zoning district.
- ❑ Landscaping - Review need for any upgrades.
- ❑ Parking - Confirm adequate number of parking spaces for the use.
- ❑ Screening - Ensure that screening is acceptable.

You can contact Richard at Community Development at (435) 843-2134.

Code Enforcement Issues

Community Development/Building Inspection will check the property for compliance with applicable city codes.

- ❑ Building Type & Classification - Verify that the building is the correct type for the proposed use.
- ❑ Life & Safety - Check for life and safety issues.
- ❑ Handicap Access - Ensure that adequate access for the disabled is provided.

You can contact Cary at Community Development at (435) 843-2146.

Improvement Issues

City Engineering will assist you with questions regarding on-site and off-site improvements.

- ❑ Off-site Improvements - Determine if curbs, gutters, sidewalks street paving and driveways may be required or in need of upgrading.
- ❑ On-site Improvements - Rule whether drainage detention or retention basins may be required.
- ❑ Other Permits

You can contact Paul at Public Works/Engineering at (435) 843-2138.

Other Necessary Permits

You may also need to contact Federal or State of Utah agencies concerning other necessary permits. The City will assist in any possible ways to ensure a smooth transition into your business.