



City of West Jordan Home Occupation Requirement Check List

Business License applications will need the following before they can be reviewed:

Complete Home Occupation Business License application:

- Complete ALL of the requested information on each page, sign the Zoning acknowledgement
- Complete a detailed description of the business operations/activities

1. If you are using a business name, we need a copy of your Utah Department of Commerce Name Registration paperwork (DBA, LLC, etc.).

- <https://corporations.utah.gov/>
- Utah Department of Commerce, 160 E 300 S, SLC or call 801-530-4849

2. If you are selling a tangible product, we need a copy of your Utah State Sales Tax Certificate with West Jordan listed as a receiving entity.

- <https://tax.utah.gov>
- Utah State Tax Commission, 210 N 1950 W or 160 E 300 S, Salt Lake City - 801-297-2200

3. If you are using an EIN number, if you have employees, or if you have an ITIN number, we need a copy of your EIN paperwork from the IRS.

- <https://irs.gov>
- Internal Revenue Service, 50 S 200 E, Salt Lake City - 1-800-829-3676

4. If you have a profession license, we need a signed copy of the Department of Professional License (DOPL) and Driver's License.

- <https://dopl.utah.gov>
- DOPL 160 E. 300 South, Salt Lake City - 801-530-6628

5. A current, original Background Check (with the embossed symbol) is required only for Massage, Reiki, Solicitors, and Sexually Oriented Businesses.

6. If your name is not on the title of the property, we need a letter from the property owner listing your name, the business name, the address of the home, that you reside at the property listed, and that they give their permission for you to operate a business out of the home.

7. HOA or PUD Permission: If you live in an HOA or PUD community, a letter from the Board allowing you to have a Home Business must be included.

8. Pay Fees:

- \$40.00 Business License Fee
- \$53.00 Application Fee – One-time fee for all new applications
- No Fee for Businesses that have little or no impact to neighborhood
- Home Daycare, group home, or senior care center must have a fire inspection annually.
 - \$40.00 Fire inspection fee (under 6)
 - \$110.00 Fire Inspection fee (over 7)

Refer to West Jordan's Municipal Code: Title 4 Chapter 1. The Municipal Code can be found online at www.westjordan.utah.gov click on "Quick Links" then "Municipal Code".

THE FOLLOWING CITY DEPARTMENTS MAY REVIEW THE APPLICATION

Planning & Zoning Department: If you have questions on where your business can be located, contact the *Planning & Zoning Department at 801-569-5060* for any zoning requirements and/or possible restrictions.

Building & Safety Department: This department will inspect the home business for safety issues and any improvements to the property (plumbing, electrical, remodels, etc.) before the license can be issued. They will do the initial fire and safety inspection on preschools, home salons, and daycares (after the initial inspection, annual inspections on daycares will be done by the fire department). If you have any questions call *Building & Safety at 801-569-5050*.

OTHER AGENCIES THAT MAY NEED TO REVIEW THE APPLICATION

Health Department: If the nature of your business requires approval from the Salt Lake County Health Department, whether it is the Bureau of Food Protection or the Bureau of Sanitation & Safety, they will be notified of your application. You are responsible to contact them and meet all their requirements. This includes ALL Beauty Salons, Nail Salons, Massage Therapy, Reiki, and microenterprise kitchens/food preparation. They are located at 788 E Wood Oak Lane, Murray. **385-468-3860**

Utah Department of Agriculture and Food: If the nature of your business includes 'Cottage Foods' (Breads, Cakes, or Candies), you need to contact the Department of Agriculture. They are located at 350 N Redwood Rd, Salt Lake City. **801-982-2200**

South Valley Water Reclamation Facility: If the nature of your business is a hair or nail salon, South Valley Water Reclamation will be notified of your application. You are responsible for contacting them and meeting all their requirements. They are located at 7495 S 1300 W, West Jordan. **801-566-7711**.

HELPFUL RESOURCES FOR YOUR BUSINESS

Business Name Registration: If you are using a business name, whether it be a DBA, LLC, INC, etc., the name needs to be registered with the Utah Department of Commerce, 160 E 300 S, Salt Lake City, or 801-530-4849. <https://corporations.utah.gov/>

Employers: If you pay wages to any person and are an employer, you are required to register with the following State and Federal Government Agencies:

- Internal Revenue Service: 50 S. 200 East, Salt Lake City, 1-800-829-3676, <https://www.irs.gov/>
- Department of Workforce Services: 160 E. 300 South, Salt Lake City. 1-800-530-5090 or 801-530-6800
- Workers Compensation Fund of Utah: contact Workforce Services at 801-526-9675
- Utah State Tax Commission: 210 N. 1950 West, Salt Lake City. 801-297-2200, <https://tax.utah.gov>

State of Utah Department of Occupational and Professional License (DOPL): If your profession is regulated and licensed by the State of Utah such as a contractor, cosmetologist, real estate, mortgage, doctor, etc., a copy of this license will need to be provided to the City, along with a copy of your driver's license. DOPL is located at 160 E. 300 South, Salt Lake City. 801-530-6628, <https://dopl.utah.gov>

Criminal Background Check: Bureau of Criminal Identification (BCI), 3888 W 5400 S, Taylorsville, <https://bci.utah.gov>.

*If applicant is from outside of Utah, a criminal background check is required from an equivalent agency located in the state where the applicant resides or a national check by BCI if available.