

Doing Business in Santa Clara City—Business License Information and Contacts

- **City Business License Application** completed for all businesses. \$50.00 annually
- **Home Occupation Conditional Use Application** for all home-based businesses: \$50.00 one time
- **Temporary Use Permit Application:** for temporary sales at commercial business site—with business owner permission and Police Dept. approval. \$25.00 for 30 day permit
- **Residential Solicitation Application:** for all door to door sales. Requires BCI background check, valid photo ID, State registration and Police Dept. review and approval. \$55.00
- **Commercial Utility Application:** all commercial business locations; \$250 deposit + \$50.00 Admin fee
- **New Businesses in Downtown Historic District:** schedule with Heritage Commission for sign approval and any changes to outside of structure or new building in the Historic District. Contact Sherry to meet with Heritage Commission; 673-6712 x 204
- **Sign Permit Application:** by approval of Building Official, Corey Bundy—656-4690 X 216. \$2/sq. ft. Also any structural changes should be directed to the Building Official to determine if Building Permit required.
- **Register your business name** with the Utah Department of Commerce, 160 East 300 South, Salt Lake City Utah 84145-0801, phone # 801-530-4849 or 877-526-3994 or online www.corporations.utah.gov. Also look for One Stop Business Registration link: www.https://secure.utah.gov/osbr/user. Dept. of Commerce hours of operation: Mon—Fri 8:00 am—5:00 pm Foreign Corporations should also register with Dept. of Commerce—out of state companies or businesses doing business in Utah.
- **Obtain a Federal Identification number and Utah State Sales Tax Identification #** at 210 North 1950 West, Salt Lake City, Utah, phone number 801-297-2200 or online at www.tax.ex.state.ut.us.
Special Events Tax ID: call 800-662-4335 x 6303 or 801-297-6303 or email: specialevent@utah.gov
Local Sales and Use Tax information: Jim Clayton @ 801-297-3852
- **If you only require a Fed. ID # phone 866-816-2065.**
- **Local Utah Tax Commission Office:** Apply locally for your Utah Sales Tax ID # at 100 South 5300 West, Hurricane, Utah 84737. The phone number at the Hurricane office is 435-251-9520.
- **Copy of state contractor or other professional license** if required for your occupation—including salons, massage therapy, landscapers, physicians & any other occupational license.
Dept. of Professional Licensing phone # is 866-275-3675.
 - ❖ *Contractor's License Officer/Investigator: Orin Peck*
 - ❖ *Landscaper* needs contractor license: “moves dirt from one place to another”
 - ❖ *Lawn Maintenance* does not require contractor license—mowing, trimming, up keep only
 - ❖ *Handy Man* does not require Professional Licensing, however can only do jobs \$3000 or less-no plumbing, electrical, or new construction—these require contractor's license and building permit.
- **Pest control applicators** must certify through the Dept. of Agriculture & Food: 801-538-7185. Their website is www.ag.state.ut.us or www.ag.utah.gov, contact person codyjames@utah.gov. Landscape and lawn maintenance workers also need to certify if applying pesticides or herbicides. Chemical applicator tanks must be equipped with a permanently affixed and operational air gap backflow device that is to be inspected annually and have an annual Air Gap inspection sticker affixed to the tank.
- **Nursery (plant dealers)** register with Dept. of Ag. & Food and locally can contact Rod Campbell at 634-5708 (Div. of Plant Industry).
- **Food Service establishments/businesses** (such as restaurants, fast food, bakeries, and caterers—including catering trucks) must license with **Southwest Public Health Dept.** for **Food Service Permit to Operate**; Call at 673-3528 x 3 or 986-2541 for inspector Klint Frei or 986-2582 for Robert Beers. Fast food establishments and bakeries are inspected bi-annually by the Health Dept. and need a Permit to Operate from the Health Department. All food service workers must have **Food Handler's Permits** and each food service establishment must have at least one **Certified Food Manager** with Serve Safe certification.

Convenience stores, grocery stores, fruit markets should be inspected by Dept. of Agriculture and Food: 801-860-7075 or 801-538-7100.

- ❖ *New food establishments or remodels* to existing food establishments must first submit their plans to the Southwest Health Department for Plan Review and approval, before seeking city approval—contact Marion Wright or Robert Beers: 986-2582 (cost is \$100 which includes pre-opening inspection fee)
- ❖ *New Food Service Facility* must also submit **Wastewater Discharge Application** to the St. George Regional Water Reclamation Facility located at 3780 S. 1550 W. St. George, UT 84790 Phone: 435-634-5849
- Cottage Food Program: (home produced foods) regulated by Dept. of Agriculture and Foods; annual inspections required: call Rebecca at 801-538-7152.
- Independent consultants for Avon, Tupperware, Mary Kay, and other companies conducting business from their home should apply for home occupation/conditional use permit and city business license.
- **Fire Safety Inspection:** All commercial businesses need a Fire Safety Inspection before opening and then follow up inspections annually. Call the Fire Dept. Admin Assistant at 435-674-1083 to schedule inspection.
- **In-Home preschools and daycare businesses** must pass a fire safety inspection before opening and annually thereafter- commercial and home-based facilities need annual inspection. A copy of the inspection must be provided to the City business license officer. It is the business owner's obligation to schedule and stay current on fire safety inspections. Please call the Fire Dept. Admin. Assistant to schedule inspection: 435-674-1083.
- **Child Care providers** check state regulations for state licensing requirements. City business license cannot be issued till state license has been issued: Contact Utah Dept. of Health Marcia Crampton 435-877-1323 or 800-894-2588. Their website is www.health.utah.gov

Other business related entities contact information:

Utah Small Business Association: 801-524-3209, 801-524-5800 www.sba.gov

Utah Small Business Development Center: 801-957-5259 www.utahsbdc.org

SCORE: 801-746-2269 www.score.org SCORE is nonprofit association mentoring small businesses

Dept. of Human Services: www.dhs.gov

Consumer Protection: 801-530-6601

Santa Clara City/Business Licensing

2603 Santa Clara Drive

Santa Clara, UT 84765

435-673-6712 ext. 201

Office Hours: Mon—Thurs 8:00am—5:00pm. Friday 8:00am—1:00pm

City Business License Application and Home Occupation Conditional Use Application can be found on the City website at www.sccity.org under the Administration Heading/Forms & Documents. Coming soon: Fillable PDF Business License forms to apply online. Forms are also available at the Town Hall Office at 2603 Santa Clara Drive.

We look forward to helping you with the Business Licensing process and having you locate your business in Santa Clara City.