



## MURRAY CITY CORPORATION

### COMMUNITY & ECONOMIC DEVELOPMENT

10 East 4800 South Suite 260 Murray, Utah 84107  
blicenses@murray.utah.gov (801) 270-2425

## **HOME OCCUPATION BUSINESS LICENSE GENERAL INFORMATION**

Deciding when a Home Occupation business license is needed. Entire code can be found at Murray City Code 17.24.

- A home occupation license shall be required to conduct a permitted major home occupation business in a residence.
- The City shall not require a license or charge fees to operate a minor home occupation business.
- The owner of a minor home occupation may request a home occupation business license from the City. If the owner of a minor home occupation requests a business license, the applicant shall be subject to all regulations outlined in this chapter and title 5 and shall pay the full license fees.

What qualifies as a Major Home Occupation? A complete definition can be found in Murray City Code 17.24.050.

- When a business partner, client or employee visits the home.
- Business use is a contractor, "handyperson", landscape or yard maintenance, at home instruction, childcare, massage, cosmetology, etc.

For a list of prohibited uses please see Murray City Code 17.24.060.

Conducting "business" means and includes every craft, trade, occupation, profession, or activity pursued for gain or profit excluding, services rendered by an employee to an employer.

Post Office Boxes or mailbox service addresses are not valid business addresses and cannot be licensed.

Prior to applying for a business license, please contact the City Planning Division (801-270-2420) to verify that your type of business is allowed.

The approval process to issue a business license can vary widely. We are not able to offer approval timelines.

The City Police Department shall investigate each applicant intending to conduct any of the business activities identified under 5.04.240(B), such as secondhand dealers, private investigators, gun sales, coin dealers, massage, and childcare businesses. A full list of uses that will need an original background check and a Personal Data sheet can be found in Murray City Code 5.04.240.

Renewal notices are mailed out on the first of the month in which the license expires. In order to avoid penalty fees, the renewal form and payment must be received in our office prior to the expiration date. Timely renewal is the sole responsibility of the licensee. Failure to receive notices does not excuse this responsibility.

Murray City requires that a written notice be submitted if a business has moved out of the City or is no longer conducting business.



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## HOME OCCUPATION BUSINESS LICENSE CHECK LIST

**The following documents must be included with your application at the time it is submitted.** We cannot accept applications until all State and local requirements are met. See the Murray City State Agency contact list provided.

- Federal Tax ID/EIN # (sole proprietors, with no employees can use their social security number in lieu of an EIN #)
- Sales Tax Account # (where applicable, sales tax account must list Murray business address as an outlet)
- Professional License if applicable
- Utah Department of Commerce business registration of Owners, Officers and Members designated
- Property Owner Authorization Form (only required if business owner is renting the dwelling)
- Murray City Major Home Occupation Neighbor Consent Letter (only for major home occupations)
- Original Background Check and Personal Data Sheets (if applicable)

## HOME OCCUPATION BUSINESS LICENSE FEE SCHEDULE

Fees for licenses vary according to number of employees, vehicles and classifications. Fees are due when the application is submitted. The base license fee is non-refundable should a license not be approved. Fees may be required for change of address and are not prorated.

Home occupations may be subject to a base license fee of one hundred dollars (\$100.00), plus six dollars (\$6.00) per employee, and ten dollars (\$10.00) for each vehicle used in conjunction with the business. A business license fee shall not be imposed if specifically exempted from municipal taxation and fees by the laws of the United States, the State of Utah, or as a Minor Home Occupation Business.

The following regulatory fees are assessed in addition to all the base business license fees. This listing may not be all inclusive, a full list can be found in Murray City code 5.08.010.

Beauty Salon, Barber Shop, Personal Care	\$100.00	Secondhand Dealer	\$150.00
Day Care – Home Occupation	\$175.00	Hazardous Materials, Hazardous Materials	\$350.00
Inspection only for non-licensed or exempted	\$50.00	Hospital	
Spa/Massage	\$100.00		

5.04.260: Penalty fees for failure to obtain or renewal a license:

A. A person conducting business in the City without first obtaining a business license or a person operating a business that has been closed for nonrenewal shall be assessed a one hundred percent (100%) penalty on past due fees including any regulatory fees, subject to the thirty (30) day grace period for new business license applications. If the business or entity violating this section is exempt or otherwise not required to pay license or regulatory fees, a penalty shall be assessed in the amount of the greater of one hundred dollars (\$100.00), or one hundred percent (100%) of the amount of what the licensing and regulatory fees would have been were the business not exempt from such fees.



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## **STATE AND FEDERAL AGENCY CONTACT INFORMATION**

Please contact the agencies listed for help in deciding which items apply to your specific business situation as some or none may apply. It is the responsibility of the owner to identify any other agencies possibly involved in the regulations of their business.

### **STATE TAX INFORMATION**

For information related to income tax, state sales tax, use taxes and other applicable state taxes.

210 N. 1950 W., Salt Lake City, Utah 84134  
Phone: 801-297-2200

### **FEIN - FEDERAL EMPLOYER'S TAX ID NUMBER**

Contact the IRS for information related to income, excise, self-employment, tip credits and other federal taxes. Sole proprietors with no employees may use their social security number in lieu of an EIN number.

50 S. 200 E., Salt Lake City, Utah 84111  
Phone: 800-829-1040

### **REGISTRATION OF A BUSINESS NAME / CORPORATIONS**

Business in Utah under an assumed business name must register with the Utah Department of Commerce. Corporations, LLCs, etc. must file articles and name registration. (Exceptions: federally chartered banks, sovereign nations, and insurance agents)

160 E. 300 S. Salt Lake City, Utah 84111  
Phone: 801-530-4849

### **DEPARTMENT OF PROFESSIONAL LICENSING - DOPL**

Certain occupations require a professional license to conduct business. A professional license does not exempt the business from the requirement for a local business license.

160 E. 300 S., Salt Lake City, Utah 84111  
Phone: 801-530-6628

### **MOTOR VEHICLE ENFORCEMENT - MVED**

Auto dealers, auto body work, towing, contact the Utah State Division of Motor Vehicle Enforcement.

210 N. 1950 W., Salt Lake City, Utah 84134  
Phone: 801-297-2600

### **SALT LAKE COUNTY HEALTH DEPARTMENT**

The Salt Lake County Health Department has requirements for establishments such as cosmetology, day cares, massage, tanning, tattooing, hotels/motels, restaurants, and food trucks. Ownership and address changes require a new permit.

788 E. Wood Oak Lane, Murray Utah 84107  
Food Protection: 385-468-3845 (Restaurants, Bars, Food Services)  
All Other Departments: 385-468-3835 (Sanitation, Salons, Etc.)

### **UTAH DEPARTMENT OF AGRICULTURE**

Prepackaged food, cottage food, Nursery, Supplements Applicators, etc.: 801-982-2200

### **BCI – BUREAU OF CRIMINAL INVESTIGATIONS & FBI – FEDERAL BUREAU OF INVESTIGATIONS INFORMATION**

Criminal History Record

3888 W 5400 S, West Valley City, Utah  
Phone: 801-965-4445



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New Address  New Owner

Update Only  New Account

Business ID # \_\_\_\_\_

**HOME OCCUPATION BUSINESS LICENSE APPLICATION**

Do you own this property? Yes ___ No ___ (if no, complete the "Property Owner Authorization to Conduct Business" form.) Do employees or customers visit your home for business? No ___ Yes ___ (if yes, include a site plan of the proposed off-street parking.)	Federal Tax ID # (FEIN or SSN) _____ Utah Sales Tax # _____ Professional License # & type _____ Are you a Minor Home Occupation Opting-In? If yes, initial here ___
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Are you currently operating at this location? Yes \_\_\_ No \_\_\_ What is/was your opening date? \_\_\_\_\_

Business Name \_\_\_\_\_

DBA Name (registered only) \_\_\_\_\_

Business Address \_\_\_\_\_ Unit \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address \_\_\_\_\_ Unit \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Phone \_\_\_\_\_ Email (please print clearly) \_\_\_\_\_

Detailed Description of Business \_\_\_\_\_

Expected Hours of Operation: Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

Expected Number of Clients Per Hour: Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

Where in your home is the proposed business operation and storage to be located? \_\_\_\_\_

Owner's Information **( If corporate owned, list the corporate name and the corporate address & phone number only. Complete the owner/officer sheet )**

Owner's Name \_\_\_\_\_

Home Address \_\_\_\_\_ Unit \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Owner's Birth Date \_\_\_\_\_ Email (please print clearly): \_\_\_\_\_

Owner's Primary Phone \_\_\_\_\_ Owner's Driver's License No. \_\_\_\_\_ State \_\_\_\_\_

Base Fee:		\$ 100
Regulatory Fee & Type:		\$ _____
Number of Employees:	@ \$6.00 per employee	\$ _____
Number of Vehicles:	@ \$10.00 per vehicle	\$ _____
Fees Subtotal:		\$ _____
Operating without a license penalty fee is equal to your subtotal amount (Murray Code 5.04.260) Penalty:		\$ _____
Total Due:		\$ _____

I am aware that this application does not authorize conducting business until approved by Murray City Corporation and a business license has been issued. By signing below, I swear that the foregoing information is true and correct and is in accordance with Murray City Ordinances. Responsibility of changes and renewal is the total responsibility of licensee. Failure to receive notices does not excuse this responsibility. License will be valid only for the Licensee, business name, address & activity as listed above.

\_\_\_\_\_  
Owner or Officer Signature Required (Authorized Signatories Only)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



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**OWNERS, OFFICERS AND EMPLOYEE INFORMATION LIST**

Please supply us with information on all owners, officers and employees associated with your business (required).

<b>Business Owner - Resident</b>				
Name:		Title		
Home Address:	Unit #	City:	State:	Zip Code:
Phone:				
Birth Date:	Driver's License No.		State:	
<b>Business Owner - Resident</b>				
Name:		Title		
Home Address:	Unit #	City:	State:	Zip Code:
Phone:				
Birth Date:	Driver's License No.		State:	
<b>Business Owner - Non-Resident</b>				
Name:		Title		
Home Address:	Unit #	City:	State:	Zip Code:
Phone:				
Birth Date:	Driver's License No.		State:	
<b>Business Owner - Non-Resident</b>				
Name:		Title		
Home Address:	Unit #	City:	State:	Zip Code:
Phone:				
Birth Date:	Driver's License No.		State:	
<b>Resident Employee</b>				
Name:		Relation:		
Name:		Relation:		
Name:		Relation:		
Name:		Relation:		
<b>On Site Employee - Non-Resident</b>				
Name:		Title:		
<b>Other</b>				



**MURRAY CITY FIRE DEPARTMENT**  
**BUSINESS INSPECTION INFORMATION LETTER**  
**ACCORDING TO THE INTERNATIONAL FIRE CODE**

Welcome, new business owner, to the City of Murray. To assist your start-up and help things run a little smoother, here are a few things you can do.

If you are a home business doing telephone, computer or office-related work, or a kiosk, Murray City Fire does not require an inspection. **All other businesses** require a physical inspection of the business **once your business is fully moved in and set to open**. If you are not sure about the requirements for your business, please contact our office for clarification. The back of this form is the basic areas we look for. In the future you'll be required to complete an annual self-inspection prior to renewing your license.

**\*If your business is under construction or your anticipated start-up date is 10 days or more from the time you submit your business license application, please inform the Business Licensing office and indicate the date you would like to open on your application.**

Please be aware that a business license cannot be issued without necessary approvals and inspections being completed.

**Remember!**

**You must submit your business license application to the Business Licensing office before an inspection can be set up. Our Fire Inspectors will call you 24 to 48 hours after receiving your application to set up an inspection time. If you don't hear from us within the 72 hours, please call the numbers below and we must be unable to contact you through our information on file.**

Thank you,

**Fire Marshal's Office**

**For more Inspection information or questions call:**

Scott White, Deputy Fire Marshal	Office, (801) 264-2791, Mobile, (801) 550-6550	Inspections West of State Street
George Zboril, Deputy Fire Marshal	Office, (801) 264-2773, Mobile, (801) 856-2616	Inspections East of State Street
Jeff Puls, Fire Marshal	Office, (801) 264-2776, Mobile, (385) 315-0850	
Main Fire Department Office, (801) 264-2780		

Business Name: \_\_\_\_\_ Owner Name: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_ Business Contact Email: \_\_\_\_\_  
 Date: \_\_\_\_\_ Address: \_\_\_\_\_ Zip: \_\_\_\_\_

This next portion will not be posted or tracked by anyone but Murray City Emergency Responders. This is needed for Murray Fire department to contact to your business in the event of an emergency and your business is closed. Example: if you have a fire alarm or suspicion of a fire at 2am what are the 2 best contacts for key holders or access to prevent unneeded damage on false alarms.

Name: \_\_\_\_\_ Contact 24-hour number: \_\_\_\_\_ Response time: \_\_\_\_\_  
 Name: \_\_\_\_\_ Contact 24-hour number: \_\_\_\_\_ Response time: \_\_\_\_\_

To comply with Murray City adopted building and fire code please answer the following questions to the best of your ability. These codes will assist your business in being safer and prevent unneeded accidents when followed.			
Instructions:			
1. Owner, manager, or other facility manager shall conduct this inspection form and return it to Murray City with your business license renewal each year. 2. Walk through your business and answer all questions below. If there is a simple solution, please correct it. If extra help is needed, please contact the necessary help to safely correct your violation. 3. When your inspection form is complete, and all questions are answered please sign and return this form with your business license application. For any questions, please contact Fire Marshal at 801-264-2775			
1. Is your address visible on the outside of your building from the street? Notes:	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
2. Is your outside electrical panel and gas meter clear of debris and accessible? Notes:	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
3. Are exits clearly visible, marked, and not blocked from any obstructions? All pathways, halls, doors and other areas that lead to exiting a structure shall be kept clear and free of material. Notes:	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
4. Fire Extinguisher (2A10BC rating) every 75 ft of travel, visible, and serviced within the last year? Notes:	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
5. Are all electrical outlets properly protected with face plates and needed protection measures? Notes:	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
6. Is your business free from any extension cords being used as permanent power? Notes:	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
7. In the electrical panel are circuit breakers are clear from any tape and all empty spaces are filled with spacers or not punched out? Notes:	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
8. Flammable liquids, oily rags and other fire hazards are properly secured and protected in UL rated flammable containers? Notes:	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
9. Is your business clean and free from piles of debris, garbage, or other hazardous items? Notes:	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
10. Would you like a fire department representative to come to your business to answer any questions? Murray Fire will conduct random inspections throughout the year, this form is to increase our business education, safety and fire prevention.	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

Name of the person completing this form: \_\_\_\_\_ Date: \_\_\_\_\_



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## **HOME OCCUPATION RENTAL PROPERTY OWNER AUTHORIZATION**

This page to be completed only if you as the Business Owner are renting your home/property and do not own the property listed as the Business Address.

----- **This section to be completed by the Business Owner** -----

Name of Business: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_

Business Owner's Phone Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Detailed Description of Business: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

----- **This section to be completed and signed by the Property Owner** -----

Property Owner's Name: \_\_\_\_\_  
(Print name)

Property Owner's Phone Number: \_\_\_\_\_

As the owner of the above listed property, I authorize \_\_\_\_\_  
to conduct the business as described at the address above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



