

## TEMPORARY BUSINESS LICENSE

Applicants wishing to obtain a Temporary Murray City Business License shall comply with the following:

1. Be at least 18 years of age.
2. Apply to the City through the Community Development Division for a temporary business license. All State requirements shall apply as with any business.
3. Pay the business licensing fees as outlined on the Fee Schedule. A temporary license shall not exceed a period of 90 days in any one location. The applicant may not apply for a similar temporary business license more than twice within 12 consecutive months from date of issue.
4. Provide the City with a Property Owner Authorization letter/agreement from the owner/landlord of the property being used stating the two parties are in agreement as to the use of such property.
5. The temporary facility shall be removed within 5 days after the expiration date of the license or after the last day of sales season, whichever occurs first.
6. Fireworks stands and Christmas tree lots are also required to:
  - a. Pay a refundable cash deposit or letter of credit in the amount of \$200.00 for each outdoor sales location. This fee will be refunded upon request once the property has been inspected. Request must be made within 30 days of expiration of license.
  - b. Provide proof of personal and property and public liability insurance in force in the amount of \$100,000.00/300,000.00 with the City as a name insured.
7. Pay any other licensing, investigation, bonds, etc as outlined in the Murray City Municipal Code.
8. Comply with all provisions of Section 5.04.135 of the Murray City Code.

\*Most temporary sales will need to file a site review plan with the Planning & Zoning commission showing adequate parking facilities, etc.

\*\*Due to the fact that City Zoning Ordinances do not allow sales from City streets or sidewalks, we do not issue licenses for sidewalk vending carts.

## BUSINESS LICENSE APPLICATION CHECKLIST

The following must be included with your application at the time it is submitted. We cannot accept applications until all State and local requirements are met. A list of State agencies with addresses and phone #'s are included with your application (New Business Compliance Information).

- \_\_\_ Owner/Corporate Officer List (Corporations, LLC & Partnerships)
- \_\_\_ Federal Tax ID/EIN # (Sole proprietors, with no employees can use their social security number in lieu of an EIN #)
- \_\_\_ Sales Tax Account # (All businesses responsible for collection of sales & use tax.) Sales tax account must list Murray business address as an outlet)
- \_\_\_ Utah Department of Commerce business registration
- \_\_\_ State Professional License if applicable, from the Utah Division of Occupational and Professional Licensing – DOPL
- \_\_\_ All other applicable licenses, permits or certificates required by the State of Utah.
- \_\_\_ Property Owner Authorization Form (Only required if business owner is renting the home/apartment)

### **INVESTIGATIONS:** (Murray City Municipal Code 5.04.240)

An original background check and personal data sheet is required on each owner, officer and manager for the following list of business classifications.

- Pawnbrokers, secondhand dealers, swap meets, flea markets
- Private investigators and detectives
- Gun Shops
- Businesses conducting any alcohol product sales.
- Sexually oriented businesses
- Coin dealers
- Massage establishments (including owner, operator, manager, managing employee or any other employee who is not, and who is not required to be, licensed by the state division of occupational and professional licensing as a massage therapist or apprentice).
- Arcades
- Establishments which restrict admittance based solely on age
- Preschools, daycares or other childcare businesses
- Ice cream vendors
- Reiki massage establishments
- Swimming lessons
- Any other business or activity identified under State law as requiring investigations; and
- Any other business where an individual has direct access to children or vulnerable adults.

\*Background investigations (FBI checks) can be obtained through BCI, 801-965-4445, 3888 W 5400 S, West Valley City, Utah

## **NEW BUSINESS COMPLIANCE INFORMATION**

NOTE: This list may not be complete, depending upon your business type, in some cases some or none may apply. Please contact the agencies listed for help in deciding which items will apply to your specific business situation. It is the responsibility of the owner/manager to seek out any other governmental agencies involved in the regulations of their business. Please keep in mind that this is a guideline only.

### **STATE TAX INFORMATION**

For information related to Income Tax, State Sales Tax, Use Taxes and other applicable state taxes, contact the State Tax Commission.

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

### **FEDERAL EMPLOYER'S TAX ID NUMBER & FEDERAL TAX INFORMATION**

Contact the IRS for information related to income, excise, self employment, tip credits and other federal taxes. Every person who pays wages to one or more employees, or is required to file federal reports, must apply for a tax number. The IRS also provides a business tax kit and tax seminar for businesses. The seminar will provide you with basic instructions and forms. Sole proprietors, with no employees, may use their social security number in lieu of an EIN number. If you have questions, please contact the IRS.

Phone: 1-800-829-1040

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

All persons or partnerships doing business in Utah under an assumed business name must register with the Secretary of State. Corporations, LLC's, etc. must file articles and name registration. (Exceptions: Federally Chartered Banks, Sovereign Nations, & Insurance Agents)

Department of Commerce: Heber M. Wells Building  
160 E. 300 S. Salt Lake City, Utah 84111  
Phone: 801-530-4849  
Cost: Corp. Filing Fee \$52.00 Registration of Name: \$22.00

### **STATE PROFESSIONAL LICENSING**

Certain occupations and professions require a professional license to conduct business. Consult with The Division of Occupational and Professional Licensing for more information. A state license does not exempt the business from obtaining a local business license.

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

### **FOR VEHICLE LICENSES, i.e.: DEALERS, AUTO BODY WORK, ETC. 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**

Salt Lake County Health Department has requirements for newly licensed and permitted establishments such as: Cosmetology, Day Cares, Massage, Tanning facilities, Hotels/Motels, Restaurants and other food and drink establishments. (Ownership changes are considered newly licensed & are required to be approved prior to beginning or continuing business). Please contact the Health Department for information.

788 E. Wood Oak Lane, Murray Utah 84107  
Phone: Food Protection: 385-468-3845 (Restaurants, Bars, Food Services)  
All Other Departments: 385-468-3835 (All Other Issues: Sanitation, Salons, Etc.)  
Prepackaged Consumption Items: Contact the Dept. of Agriculture: 801-538-7124

## **SAFETY REGULATIONS**

Contact the Utah Labor Commission, Division of Occupational Safety and Health (Utah OSHA):

Heber M. Wells Building  
160 E. 300 S. 3<sup>rd</sup> Floor, Salt Lake City, Utah 84111  
Phone: 801-530-6901 or 1-800-530-5090  
[www.laborcommission.utah.gov](http://www.laborcommission.utah.gov)

## **PROPERTY TAXES**

Property taxes are levied on land, buildings & equipment used in a business. Please contact the Salt Lake County Treasurer for information:

2100 S. State Street, Salt Lake City, Utah 84190  
Phone: 801-468-3050

## **UNEMPLOYMENT INSURANCE**

Unemployment insurance, both state & federal, is generally required in firms with one or more employees. For information, contact the Department of Workforce Services - DWS.

140 East 300 South, Salt Lake City, Utah 84145  
Phone: 1-800-222-2857

## **WORKERS COMPENSATION INSURANCE**

Workers compensation insurance is required of all employers. This insurance may be obtained from private companies or the Worker's Compensation Fund. For information, contact The Utah Labor Commission, Division of Industrial Accidents. Businesses without employees may be required to complete an exclusion policy or worker's compensation waiver. For more information:

Heber M. Wells Bldg.  
160 East 300 South 3<sup>rd</sup> Floor, Salt Lake City, Utah 84111  
Phone: 801-530-6901 or 1-800-530-5090  
[www.laborcommission.utah.gov](http://www.laborcommission.utah.gov)

## **MINIMUM WAGE LAW**

Many businesses are subject to federal minimum wage, overtime and child labor law regulations. For information, contact the U.S. Department of Labor, Wage & Hour Division:

Salt Lake City District Office  
Eagle Gate Plaza & Tower  
60 East South Temple Street, Suite 575  
Salt Lake City, Utah 84111-1016  
Phone: 801-524-5706 or 1-866-4-USWAGE (1-866-487-9243)

For businesses not under federal jurisdiction, please contact the Utah Labor Commission – Wage Claim Unit:

Heber M. Wells Bldg.  
160 East 300 South 3<sup>rd</sup> Floor, Salt Lake City, Utah 84111  
Phone: 801-530-6901 or 1-800-530-5090  
[www.laborcommission.utah.gov](http://www.laborcommission.utah.gov)

## **ADDITIONAL RELATED PHONE NUMBERS:**

Better Business Bureau	801-892-6009	
Bureau of Child Care Licensing	801-538-9288	
Division of Consumer Protection	801-530-6601	
Department of Motor Vehicles	801-297-2600	
DABC (Alcohol Licensing)	801-977-6800	
BCI (Background Investigations)	801-965-4445	3888 W 5400 S, West Valley City, Utah (FBI check)
Insurance Division	801-538-3800	

**MURRAY CITY BUSINESS LICENSING  
FEE SCHEDULE**

**Base License Fee:** All businesses are 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 your business.

**5.04.280: PENALTY FEES FOR FAILURE TO OBTAIN A LICENSE:** 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 or 100% of the amount of what the licensing and regulatory fees would have been if the business is exempt from such fees.

**Business License Regulatory Fees:** The following regulatory fees are assessed in addition to all the base business license fees:

Alcohol - Off Premise Beer Retailer	\$200.00	Day Care – Commercial	\$150.00
Alcohol – On Premise Restaurant, Private Club, Tavern Beer	\$500.00	Day Care – Home Occupation	\$175.00
Alcohol – Special Event Alcohol/Beer	\$100.00	Inspection only for non-licensed or exempted	\$ 50.00
Auto Body Repair and/or Paint Hazardous Mat.	\$350.00	Tobacco Retailer	\$200.00
Beauty Salon, Barber Shop, Personal Care	\$100.00	Mobile Painting Hazardous Material	\$350.00
Convalescent Home, Group Homes, Rehabilitation Facility	\$250.00	Spa/Massage	\$100.00
Gasoline/Propane Dispensing Hazardous Mat.	\$350.00	Hazardous Materials, Hazardous Materials Hospital	\$350.00
Hotel/Motel	\$250.00	Auto Towing/Wrecking	\$150.00
Pawn Broker	\$200.00	Tattoo Parlor	\$250.00
Storage Unit Facility	\$150.00	Second Hand Dealer	\$100.00
Sexually Oriented Business	\$500.00	Amusement Device	\$150.00
		Fireworks Indoor/Outdoor, Christmas Tree Sales	\$160.00

This listing may not be all inclusive. Fees for additional inspections, investigations, etc., may not be listed.



OWNERS, OFFICERS AND MEMBERS INFORMATION LIST  
MURRAY CITY CORPORATION  
(BUSINESS LICENSE APPLICATION)

Please supply us with information on all Owners, Officers and Members associated with your business.

\*\*\*\*Incomplete Applications Will Be Returned\*\*\*\*

Name:		Title
Home address:	Apt/Suite #	Birth Date:
City:	State:	Zip Code:
Phone:	Drivers License No.	State:
Name:		Title
Home address:	Apt/Suite #	Birth Date:
City:	State:	Zip Code:
Phone:	Drivers License No.	State:
Name:		Title
Home address:	Apt/Suite #	Birth Date:
City:	State:	Zip Code:
Phone:	Drivers License No.	State:
Name:		Title
Home address:	Apt/Suite #	Birth Date:
City:	State:	Zip Code:
Phone:	Drivers License No.	State:
Name:		Title
Home address:	Apt/Suite #	Birth Date:
City:	State:	Zip Code:
Phone:	Drivers License No.	State:



**MURRAY**  
POLICE

MURRAY CITY CORPORATION  
POLICE DEPARTMENT

Dear Business Owner:

The Murray City Police Department continually strives to work effectively with the business community in Murray City. Towards this end, I would encourage you to complete the business responsible form enclosed with this letter.

The information provided on this form will enable the Police Department to contact you should there be a problem or emergency at your place of business. Valuable time will be saved in locating a responsible party to assist the police in answering questions or having someone respond. The multiple names listed will assist us in making contact should someone not be available.

Your cooperation in completing this form will help us to better serve you and your customers. The Murray City Police Department is committed to working with its citizens and business leaders to make Murray City a better and safer community.

Sincerely,

Craig Burnett  
Chief of Police



# Business Responsible Form

Murray City Police Department

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

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

Business Phone: \_\_\_\_\_

## Responsible Parties

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Title: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Title: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Title: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Alarm Company: \_\_\_\_\_

Type of Alarm (i.e. motion, smoke, intrusion etc.): \_\_\_\_\_

**Is this a home based business? Yes No**

**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. If you are not sure about the requirements for your business, please contact our office for clarification.

Your business location must be occupied and set up, ready to do business, prior to inspection. We cannot inspect empty buildings.

**\*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.**

**Fire Marshal's Office**

For more information or questions call,

Phone:	Mike Dykman	Office, (801) 264-2786, Mobile, (801) 502-4954
	Pat Killion	Office, (801) 264-2776, Mobile, (801) 573-7381
	George Zboril	Office, (801) 264-2773, Mobile, (801) 856-2616

Main Fire Department Office, (801) 264-2781