

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.

REGISTRATION OF A BUSINESS NAME / CORPORATIONS

All persons or partnerships doing business in Utah under an assumed business name must register with the Utah Department of Commerce. Corporations, LLC's, etc. must file articles and name registration.

Department of Commerce: Heber M. Wells Building

160 E. 300 S. Salt Lake City, Utah 84111

Phone: 801-530-4849 or 1-877-526-3994

or [OneStop Online Business Registration](#) website

Cost: Corp. Filing Fee \$75.00; Registration of Name (DBA): \$22.00

STATE TAX INFORMATION

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

State Tax Commission.

150 E. Center Street #1300, Provo, Utah 84606

Phone: 801-374-7070

FOR VEHICLE LICENSES, (Car Dealer, Body shop, Dismantler, etc.) CONTACT THE UTAH STATE DIVISION OF MOTOR VEHICLE ENFORCEMENT.

210 N. 1950 W., Salt Lake City, Utah 84134

Phone: 801-297-2600

UTAH DIVISION OF OCCUPATIONAL & PROFESSIONAL LICENSE (Contractor, Cosmetology, Real Estate, Etc.)

Under certain circumstances, a special state business license may be required for your business. A state license does not exempt the business from obtaining a local business license.

160 E. 300 S., Salt Lake City, Utah 84111

Phone: 801-530-6628 or 1-866-275-3675

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. Sole proprietors, with no employees, will usually use their Social Security number in lieu of an EIN number. If you have questions, please contact the IRS.

50 S. 200 E., Salt Lake City, Utah 84111

Phone: 1-800-829-1040

UTAH COUNTY HEALTH DEPARTMENT

Utah County Health Department has requirements for newly licensed and permitted establishments such as:

Tanning facilities, Tattoo parlors, 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.

151 S. University Ave, Provo, Utah 84606

Phone: 801-851-7525

Bakeries, Grocery stores, Cottage Kitchens contact the Dept. of Agriculture: 801-538-7124

PROPERTY TAXES

Property taxes are levied on land, buildings & equipment used in a business. Please contact the Utah County Assessor for information.

100 E. Center Street, Rm 1100, Provo, Utah 84606

Phone: 801-851-8244

SAFETY REGULATIONS

Contact the Dept. Of Occupational Safety and Health (UOSHA)
Heber M. Wells Bldg.
160 E. 300 S., Salt Lake City, Utah 84111
Phone: 801-530-6901

UNEMPLOYMENT INSURANCE

Unemployment insurance, both state & federal, is generally required in firms with one or more employees. For information, contact the Department of Employment Security.
140 East 300 South, Salt Lake City, Utah
Phone: 1-800-222-2857

WORKERS COMPENSATION FUND

Workers compensation insurance is required of all employers. This insurance may be obtained from private companies or The State Insurance Fund. For information, contact The Industrial Commission Workers Compensation Division. Businesses without employees may be required to complete an exclusion policy as well.
160 East 300 South, Salt Lake City, Utah
Phone: 801-530-6800

MINIMUM WAGE LAW

Many businesses are subject to federal minimum wage, overtime and child labor law regulations. For information, contact
U.S. Department of Labor, Wage & Public Contracts Division.
Federal Bldg.
125 South State Street, Room #3420, Salt Lake City, Utah
Phone: 801-524-5706

For businesses not under federal jurisdiction, please contact the Utah State Labor Division.
160 East 300 South, Salt Lake City, Utah
Phone: 801-530-6801

ADDITIONAL RELATED PHONE NUMBERS:

Better Business Bureau 801-892-6009
Bureau of Child Care Licensing 801-374-7688 or 1-800-894-2588
Division of Consumer Protection 801-530-6601 or 1-800-721-7233
Department of Motor Vehicles 1-800-368-8824
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