

APPLYING FOR A COMMERCIAL BUSINESS LICENSE

Step 1: State Registrations

All **businesses** in Utah are required to register with the Utah Department of Commerce. This is required so that a comprehensive state registry of all businesses and corporate information is available for public reference. This information is vital to an orderly legal system and marketplace. Without it, the public or other businesses may have no way of knowing the persons with whom they are doing business.

[Utah State Department of Commerce](#)

Heber M. Wells Building
160 E 300 South
Salt Lake City, UT
Phone: 801-530-4849

This process will take 4 to 6 weeks by mail or can be done immediately in person. Please do this before applying to the city for a commercial license.

Sales Tax

In Utah, sales tax is generally charged on sales of tangibles, or services to tangible, personal property items. It is generally not charged on sales of, or services to real property (land or buildings). If your business will be collecting sales tax (selling or reselling products to consumers) you will need to get a sales tax number from the Department of Commerce or [Utah State Tax Commission](#). For more information, call 801-297-2200. If you need a temporary sales tax number (for a temporary business) you can call the [Department of Commerce Special Events Collection Division](#) at 801-297-6303. Please do this before applying to the city for a license.

Step 2: Complete Online Business License Application (Civic Review permit and licensing software)

To apply for a commercial business license, complete the application online and submit a copy of your state registration(s), professional license (if applicable), sales tax license, Federal Taxpayer ID and any other approvals from a Utah State Agency that may apply to your business use. <https://app.civicreview.com/application/5b60b7ad1d0a54000f4a8b4b>

South Davis Metro Fire Inspection

A new business fire inspection is required for all commercial businesses and performed by the South Davis Metro Fire Agency. You may schedule an appointment by contacting them at 801-677-2400. The South Davis Metro Fire Agency will conduct the inspection after you are set up and ready to open for business. The City may not issue a license until the fire department has issued a Certificate of Fire Clearance.

Davis County Health Department Inspection

If a business deals with the handling of food, a passed/approved inspection from the Davis County Health Department will be required before a license may be issued.

[Davis County Health Department](#)

22 South State Street

Clearfield, UT

Phone: 801-525-5000

Other Possible Requirements with Application

Professional Business

A professional license will need to be obtained from the Utah Division of Occupational and Professional Licensing for certain professions (CPA's, doctors, dentists, contractors, cosmetology, etc.)

Heber M. Wells Building

160 East 3rd South

Salt Lake City, UT

Phone: 801-530-6628

[Utah Division of Professional Licensing Website](#)

Beer License

If you are selling beer or alcohol, you will need to complete the online application for Off-Premise Beer Retailer or On-Premise Beer Retailer – Restaurant Application, as well as a Commercial Business Application. Beer License fees do apply. <https://app.civicreview.com/application/5bca3e17ed1d09000ef08c1f>

Building Permit

A building permit is required for building changes, modifications, additions, and remodels to the building/space (electrical, plumbing, mechanical, structural) along with associated fees. Please call the Centerville City Building Department at 801-292-8232 if you have any questions.

Step 3: Application Approval

After submitting your completed application, it will be forwarded to Licensing where they will verify the information submitted and check to see if there are any additional items needed and/or if a conditional use permit is required for this business. For questions about your application or the requirements of obtaining a license, you may contact Business Licensing at 801-677-6438 or dwilkinson@centervilleut.com

A license is granted when approvals have been received from various departments; including, but not limited to, Zoning, Fire, Health, Building and Police. Upon approval, you will be sent an email stating the license fees that are required and instructions on how to pay them.

After payment is received, an email will be sent to inform you that your license is ready to print and display for the public.

All licenses expire December 31 of each calendar year.