



Steps to Obtain a Commercial Business License

1. Complete and submit the commercial business license application along with payment. Applicant must fill out application completely and include all items requested.
2. If you are planning to operate a daycare or preschool, a background check is required at the time of application for yourself and all caregivers. This is a BCI (Bureau of Criminal Investigation) report. This report can be obtained at the Bureau of Criminal Investigation located at 3888 West 5400 South, Taylorsville, Utah. You will be required to present proof of identification with the filing of your paperwork. You can visit their website, bci.utah.gov, or call 801-965-4445 for more information.
3. Obtain and submit with your application, a copy of your State Business Entity number. You can obtain this by registering your business name either online at [OneStop Online Business Registration](#), or in person at the Tax Commission located at 150 East Center #1300, Provo, Utah and obtain an Entity number / DBA (Doing Business As) number. The filing fee depends upon the type of business.
 - Contact Information Phone: 801-374-7070.
4. Obtain and submit with your application, a Utah State Sales Tax number. This can be done along with your business registration at the [OneStop Online Business Registration](#).
 - Contact Information Phone: 801-297-6303
5. Obtain and submit with your application, a Federal Tax ID number. This number is also referred to as an EIN (Employee Identification Number). This can be obtained by applying online at <https://www.irs.gov/>. The online form is Form SS-4.
 - Contact Information Phone: 800-829-4933.
6. Schedule inspections. A building inspection and fire inspection of your commercial site are both required.
 - Building inspection call the Development Services Department at 801-465-5204/5214.
 - Fire inspection call Haley DeHart, Fire Dept. Secretary, at 801-465-5252.

Your business license will be issued once all the above steps have been completed, your application reviewed and approved, and inspections approved. The license will need to be renewed 12 months from the date of issuance. A BCI check will also need to be renewed every 12 months.