



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 - DPL

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

**MURRAY CITY CORPORATION**

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10 East 4800 South Suite 260 Murray, Utah 84107
blicenses@murray.utah.gov (801) 270-2425 New Address New Owner Update Only New Account

Business ID #

HOME OCCUPATION BUSINESS LICENSE APPLICATION

Do you own this property? Yes <input type="checkbox"/> No <input type="checkbox"/> (if no, complete the "Property Owner Authorization to Conduct Business" form.)	Federal Tax ID # (FEIN or SSN) _____
Do employees or customers visit your home for business? No <input type="checkbox"/> Yes <input type="checkbox"/> (if yes, include a site plan of the proposed off-street parking.)	Utah Sales Tax # _____ Professional License # & type _____ Are you a Minor Home Occupation Opting-In? If yes, initial here _____
Are you currently operating at this location? Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <u>If corporate owned</u> , 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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(801) 270-

OWNERS, OFFICERS AND EMPLOYEE INFORMATION LIST

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

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



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:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is your outside electrical panel and gas meter clear of debris and accessible? Notes:	<input type="checkbox"/>	<input type="checkbox"/>	<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:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Fire Extinguisher (2A10BC rating) every 75 ft of travel, visible, and serviced within the last year? Notes:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are all electrical outlets properly protected with face plates and needed protection measures? Notes:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is your business free from any extension cords being used as permanent power? Notes:	<input type="checkbox"/>	<input type="checkbox"/>	<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:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Flammable liquids, oily rags and other fire hazards are properly secured and protected in UL rated flammable containers? Notes:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is your business clean and free from piles of debris, garbage, or other hazardous items? Notes:	<input type="checkbox"/>	<input type="checkbox"/>	<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.	<input type="checkbox"/>	<input type="checkbox"/>	<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: _____



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MURRAY CITY MAJOR HOME OCCUPATION NEIGHBOR CONSENT LETTER

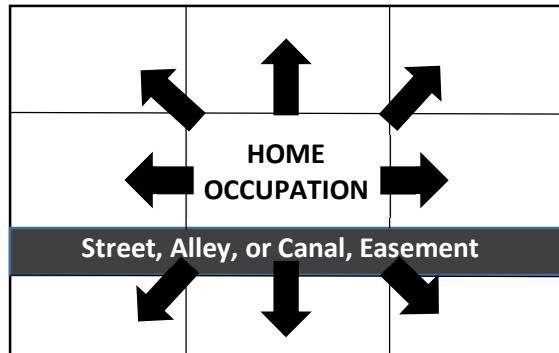
As a property owner adjacent to or abutting _____'s property at
(Applicant Name)

(Applicant Address), my signature below indicates that I

have no objection to the establishment of the major home occupation use described here:

I understand that if I do not wish to sign this consent letter, the applicant may request approval of the major home occupation by the Planning Commission.

Signatures are required from the owners of all properties adjacent or abutting the applicant's property. This includes businesses, churches, apartments, parks, golf courses, schools, etc. Adjacent properties include properties that are separated from the property by a street, alley, easement, canal, or other public right of way or easement. See the diagram for clarification.



OWNER'S SIGNATURE

PRINTED NAME

ADDRESS OF PROPERTY

DATE