



## MURRAY CITY TEMPORARY BUSINESS LICENSE APPLICATION INFORMATION

**\*Outdoor temporary sales will need to file a site review plan with the Planning & Zoning commission showing adequate parking facilities, etc. You may contact Planning and Zoning @ 801-270-2430. Please complete this step first.**

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

1. Be at least 18 years of age.
2. 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.
3. 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.
4. 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.
5. Fireworks stands and Christmas tree lots are also required to:
  - a. Pay a refundable cash deposit 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.

### FEE SCHEDULE

- Fees for licenses vary according to number of employees, vehicles, and classifications. Please refer to the fee schedule page for details. Fees are due at the time of applying. The base license fee is non-refundable should a license not be approved. Fees are also required for change of address and are not prorated
- Fees are due with submittal of an application when the application is deemed complete.
- Base License Fees: Commercial 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.

The following regulatory fees are assessed in addition to 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 | Secondhand Dealer                                 | \$100.00 |
| Sexually Oriented Business                                 | \$500.00 | Amusement Device                                  | \$150.00 |
|  |          | Fireworks Indoor/Outdoor, Christmas Tree Sales    | \$160.00 |



## MURRAY CITY TEMPORARY BUSINESS LICENSE GENERAL INFORMATION

### BUSINESS LICENSE APPLICATION CHECKLIST

- *Most State* and local requirements must be met *before* submitting your application.
- Applications must be fully completed and submitted with supporting documentation. Incomplete applications, or applications with missing documentation may be returned.
- Documentation should be provided if applicable to your application. (This list is not all inclusive).
  - Employer Identification Number (EIN)
  - Sales tax account, designating Murray City as an active outlet
  - Utah Department of Commerce business name and DBA name registrations
  - Professional licenses from DOPL or other
  - State or Federal licenses/permits or certificates required for your business type
  - Background checks and Personal Data Sheets (If applicable.)
  - Any other document that may support the business function.

Once an application is submitted, approvals and/or inspections are required by Murray City Fire Department, Murray City Zoning Department and Murray City Code Enforcement, Etc. Some businesses may also need to complete inspections by the Salt Lake County Health Department or other applicable agencies. When all applicable internal and external approvals have been verified, a business license will be issued.

#### Investigations:

An **original** copy of a **Criminal History Report** and **personal data sheet** is required for each owner, officer, and LLC 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.



## **MURRAY CITY COMMERCIAL BUSINESS LICENSE**

### **CONTACT LIST**

Please contact the agencies below for help in deciding which items apply to your specific business type as some or none may apply.

#### **STATE TAX INFORMATION**

For information related to state retail sales taxes.

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

Phone: 801-297-2200

#### **EIN - FEDERAL EMPLOYER'S TAX ID NUMBER**

Contact the IRS for information related to income, self-employment, and other federal taxes. Sole proprietors with no employees may use their social security number in lieu of an EIN.

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

Phone: 800-829-1040

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

Corporations, LLCs, etc. in Utah under an assumed business name must register with the Utah Department of Commerce. (Exceptions: federally chartered banks, and insurance agents)

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

Phone: 801-530-4849

#### **DOPL - DEPARTMENT OF PROFESSIONAL LICENSING**

In addition to a business license, certain occupations require a professional 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**

Establishments such as cosmetology, day cares, massage, tanning, tattooing, hotels/motels, restaurants, food trucks and business 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 (Salons, tattoo, massage, etc.)

#### **UTAH DEPARTMENT OF AGRICULTURE**

Prepackaged food, cottage food, Nursery, Supplements Applicators, etc.: 801-982-2200

#### **BCI – BUREAU OF CRIMINAL INVESTIGATIONS**

Criminal History Record

4315 S 2700 W Suite 1300, Taylorsville, Utah

Phone: 801-965-4445

**MURRAY CITY CORPORATION****COMMUNITY & ECONOMIC DEVELOPMENT**

10 East 4800 South, Suite 260 Murray, Utah 84107  
blicenses@murray.utah.gov (801) 270-2425

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> New Account | <input type="checkbox"/> New Address |
| <input type="checkbox"/> New Owner   | <input type="checkbox"/> Update Only |

Business ID # \_\_\_\_\_

## TEMPORARY BUSINESS LICENSE APPLICATION

Do you currently have a Murray City business license for this business?

Yes \_\_\_\_ No \_\_\_\_

Is your supporting documentation for this application attached/included?

Yes \_\_\_\_ No \_\_\_\_

**\*\* Applications missing documentation or incomplete will be returned. \*\***

Federal Tax ID # \_\_\_\_\_

Temporary/Special Event Sales Tax # \_\_\_\_\_

State License # & Type (if applicable) \_\_\_\_\_

\_\_\_\_\_

Duration of Event (90 Day Max)

Business Name \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

DBA Name \_\_\_\_\_

Address of Sales Event \_\_\_\_\_ Unit # \_\_\_\_\_ Zip Code \_\_\_\_\_ Inside \_\_\_\_ Outside \_\_\_\_

Mailing address \_\_\_\_\_ Unit \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Phone \_\_\_\_\_ Email \_\_\_\_\_

Contact Person for Murray City \_\_\_\_\_ Emergency Contact Phone \_\_\_\_\_

Detailed Description of Event: \_\_\_\_\_

**Information in this section is required. Provide business owner's personal information below. Add additional owners on page 6.**

**Corporate entities use corporation name, address, and phone number below. Add corporate officers on page 6.**

Owner's Name or Corporate Name \_\_\_\_\_

Owner's Address \_\_\_\_\_ Unit \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Owner's Birth Date \_\_\_\_\_ Email \_\_\_\_\_

Owner's Phone Number \_\_\_\_\_ Phone (other) \_\_\_\_\_

Owner's Driver's License No. \_\_\_\_\_ State \_\_\_\_\_

Base Fee: (\$100.00) \$ \_\_\_\_\_

Regulatory Fees: type \_\_\_\_\_ \$ \_\_\_\_\_

type \_\_\_\_\_ \$ \_\_\_\_\_

Number of Employees: \_\_\_\_\_ @ \$6.00 per employee \$ \_\_\_\_\_

Number of Vehicles: \_\_\_\_\_ @ \$10.00 per vehicle \$ \_\_\_\_\_

Fees subtotal: \$ \_\_\_\_\_

Add 100% of your fees subtotal if conducting business prior to obtaining a business license per Murray City Code 5.04.280 \$ \_\_\_\_\_

**\*\*Fees are non-refundable should license not be approved** Total amount 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 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 \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**MURRAY CITY CORPORATION****COMMUNITY & ECONOMIC DEVELOPMENT**

10 East 4800 South Suite 260 Murray, Utah 84107  
blicenses@murray.utah.gov (801) 270-2425

## MURRAY CITY BUSINESS LICENSE OWNERS, OFFICERS AND MEMBERS LIST

Please supply the following information for all *registered* owners, officers, and LLC members.  
(Duplication of information listed on the application page is not needed on this form).

**Submittal of separate lists in lieu of completing this form,  
may result in return of your application.**

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

|               |                      |        |        |           |
|---------------|----------------------|--------|--------|-----------|
|               |                      |        |        |           |
| Name:         |                      | Title  |        |           |
| Home Address: | Unit #               | City:  | State: | Zip Code: |
| Phone:        |                      |        |        |           |
| Birth Date:   | Driver's License No. |        | State: |           |
|               |                      |        |        |           |
| Name:         |                      | Title: |        |           |
| Home Address: | Unit #               | City:  | State: | Zip Code: |
| Phone:        |                      |        |        |           |
| Birth Date:   | Driver's License No. |        | State: |           |
|               |                      |        |        |           |
| Name:         |                      | Title: |        |           |
| Home Address: | Unit #               | City:  | State: | Zip Code: |
| Phone:        |                      |        |        |           |
| Birth Date:   | Driver's License No. |        | State: |           |
|               |                      |        |        |           |
| Name:         |                      | Title: |        |           |
| Home Address: | Unit #               | City:  | State: | Zip Code: |
| Phone:        |                      |        |        |           |
| Birth Date:   | Driver's License No. |        | State: |           |
|               |                      |        |        |           |
| Name:         |                      | Title: |        |           |
| Home Address: | Unit #               | City:  | State: | Zip Code: |
| Phone:        |                      |        |        |           |
| Birth Date:   | Driver's License No. |        | State: |           |
|               |                      |        |        |           |
| Name:         |                      | Title: |        |           |
| Home Address: | Unit #               | City:  | State: | Zip Code: |
| Phone:        |                      |        |        |           |
| Birth Date:   | Driver's License No. |        | State: |           |
|               |                      |        |        |           |



## MURRAY CITY BUSINESS LICENSE POLICE RESPONSIBLE FORM

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 this business responsible form.

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. 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 Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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.): \_\_\_\_\_



**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?<br>Notes:   | Yes<br><input type="checkbox"/> | NO<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 2. Is your outside electrical panel and gas meter clear of debris and accessible?<br>Notes:   | Yes<br><input type="checkbox"/> | NO<br><input type="checkbox"/> | N/A<br><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.<br>Notes:  | Yes<br><input type="checkbox"/> | NO<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 4. Fire Extinguisher (2A10BC rating) every 75 ft of travel, visible, and serviced within the last year?<br>Notes:   | Yes<br><input type="checkbox"/> | NO<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 5. Are all electrical outlets properly protected with face plates and needed protection measures?<br>Notes:   | Yes<br><input type="checkbox"/> | NO<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 6. Is your business free from any extension cords being used as permanent power?<br>Notes:  | Yes<br><input type="checkbox"/> | NO<br><input type="checkbox"/> | N/A<br><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?<br>Notes:  | Yes<br><input type="checkbox"/> | NO<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 8. Flammable liquids, oily rags and other fire hazards are properly secured and protected in UL rated flammable containers?<br>Notes:   | Yes<br><input type="checkbox"/> | NO<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |
| 9. Is your business clean and free from piles of debris, garbage, or other hazardous items?<br>Notes:   | Yes<br><input type="checkbox"/> | NO<br><input type="checkbox"/> | N/A<br><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. | Yes<br><input type="checkbox"/> | NO<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> |

Name of the person completing this form: \_\_\_\_\_ Date: \_\_\_\_\_