



MURRAY CITY COMMERCIAL BUSINESS LICENSE GENERAL INFORMATION

Thank you for your interest in a Murray City Business License. We welcome you and sincerely hope your business enterprise will be successful. Please read through the information in this packet, as it contains information to help you successfully submit a business license application.

- Applications must be **fully completed and submitted with supporting documentation**. Incomplete applications, or applications with missing documentation may be returned.
- Murray City requires that a valid business license be held by anyone conducting business within Murray City. "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. 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 penalty. See fee information page.
- A business address is the physical location where any business is conducted. A PO Box or mailbox service locations are not valid business addresses. Each business location, suite or unit will need a separate license.
- Licenses are not transferable. Any change of location, ownership, entity, or corporate information requires a new application to be submitted with payment. Minor changes such as a mailing address may be submitted in writing without application or fee.
- Prior to applying for a business license, contact the City Planning and Zoning Division at 801-270-2420 to verify that your business meets zoning ordinances.
- Business license processing time varies due to circumstances where a Conditional Use, Health Department approval, etc. is needed. Murray City does not offer interim licensing. Please be aware that you must have your business license issued prior to opening/operating. Applications will be accepted no more than three weeks out from your projected opening date.
- Renewal notices are mailed out on the first of the month in which the license expires. To avoid penalty fees, the renewal form and payment must be received in our office prior to the expiration date. We do not accept post marks as timely receipts and cannot be responsible for lost or misdirected mail. Responsibility of renewal is total 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.
- Mobile Food Truck business licenses are issued on an annual basis. A business license renewal form, Salt Lake Valley Health Department inspection permit and a fire safety inspection along with the applicable fees are required annually to obtain and qualify for a business license.



MURRAY CITY COMMERCIAL BUSINESS LICENSE MOBILE FOOD BUSINESS INFORMATION

Mobile Food Truck Requirements and Restrictions (Murray City Code 5.54)

- “MOBILE FOOD TRUCK”: A self-contained vehicle that is designed to serve food or beverages and can be moved from one location to another without disassembling. The term “mobile food truck” shall not include vending carts or mobile ice cream vendors.
- No person shall operate a mobile food truck without first having obtained a business license.
- Mobile food trucks are allowed to operate on private property in non-residential zones subject to the following regulations:
 - A. All business activity shall be of a temporary nature, the duration of which shall not extend for more than twelve hours within a twenty-four hour period at any one location. No overnight parking is allowed.
 - B. Mobile food trucks shall meet all Salt Lake County Health Department (SLCHD) requirements relating to the handling and distribution of food. The operator shall provide documentation showing SLCHD approval prior to receiving a business license.
 - C. All access to a mobile food truck shall be by pedestrians only. No drive-through services are allowed.
 - D. No mobile food truck may operate without obtaining written consent of the property owner. Such consent shall be available on-site with the operator at all times.
 - E. No signs shall be used to advertise a mobile food truck except that signage which is affixed to the vehicle itself.
 - F. All ground utilized by a mobile food truck shall be maintained in a clean and orderly condition. Trash and recycling containers shall be provided for use of patrons.
 - G. The mobile food truck may not in any way inhibit the access to and from or the safe use of the premises on which it is located and may not reduce the required parking of the premises. Any canopy extensions must be integrated into the design of the vehicle and may not project onto public property in any way.
 - H. Mobile food trucks shall provide a certificate of insurance showing that there is in full force and effect a general liability insurance policy with limits of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate, and which includes Murray City as an Additional Insured.
 - I. Mobile food trucks shall contact the Murray City Fire Department and make the vehicle available for an inspection after submitting a business license application. The Fire Department may impose conditions for the operation of the mobile food truck and the owner shall submit to subsequent unscheduled inspections by the Fire Department when operating in the City.



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 84129
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

- ☐ New Account ☐ New Address
☐ New Owner ☐ Update Only

Business ID# _____

MOBILE FOOD BUSINESS LICENSE APPLICATION

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

Yes ____ No ____

Is your supporting Sales Tax and Entity documentation attached/included?

Yes ____ No ____ **Applications missing documentation may be returned.**

Federal ID # (FEIN or SSN) _____

Utah Sales Tax # _____

Business Name _____

DBA Name _____

Commissary address _____ Unit _____ Zip Code _____

Business Mailing Address _____ Unit _____ City _____ Zip Code _____

Local Business Phone _____ Email _____

Describe food products offered for sale _____

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 _____ Zip Code _____

Owner's Birth Date _____ Email _____

Owner's Phone Number _____ Phone (other) _____

Owner's Driver's License No _____ State _____

Does your business have more than ONE mobile food truck? ____ Yes ____ No If yes, each mobile food truck operating in Murray City must obtain a separate business license.

UTAH MOTOR VEHICLE ENFORCEMENT DIVISION (DMV) REGISTRATION

Make/Model _____ License Plate # _____

Vehicle ID# (VIN #) _____

Vehicle Weight _____, Vehicle Width _____, Vehicle Length _____

SALT LAKE VALLEY HEALTH DEPARTMENT Health Department permit # _____

Base Fee: (\$100.00 for primary license, \$50.00 for secondary license) \$ _____

Vehicle fee: 1 @ \$10.00 \$ _____

Fire Inspection fee \$60.00 (if applicable) \$ _____

Fees subtotal: \$ _____

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

**Base fee is 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, & 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 us with 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.**

Name:		Title
Home address:	Apt/Suite #	Birth Date:
City:	State:	Zip Code:
Phone:	Driver's License No.	State:
Name:		Title
Home address:	Apt/Suite #	Birth Date:
City:	State:	Zip Code:
Phone:	Driver's License No.	State:
Name:		Title
Home address:	Apt/Suite #	Birth Date:
City:	State:	Zip Code:
Phone:	Driver's License No.	State:
Name:		Title
Home address:	Apt/Suite #	Birth Date:
City:	State:	Zip Code:
Phone:	Driver's License No.	State:
Name:		Title
Home address:	Apt/Suite #	Birth Date:
City:	State:	Zip Code:
Phone:	Driver's License No.	State:



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.

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 will 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.

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

Utah State Fire Prevention Board Approved

Food Truck Fire Safety Check List

Date: _____ Truck Name: _____

Lic Plate # _____ VIN # _____

Owners Name: _____ Business Address: _____

Inspectors Name: _____ Fire Dept. _____ Phone # _____

Unless otherwise noted references are from Utah State adopted NFPA documents

LPG Containers and Piping

- ☐ LPG piping is code compliant
- ☐ Approved LPG containers [58:6.26.3]
- ☐ Containers installed outside or in vapor-tight cabinets accessible from outside [58:6.26.3.3]
- ☐ LPG containers mounted securely [58:6.26.3.4]
- ☐ Containers protected against impact [58:26.3.4 (E)]
- ☐ Protection of cylinder valve [58:6.26.3.4(G)]
- ☐ Shut off valve is readily accessible [58:6.26.4.1(3)]
- ☐ Flexibility between regulator and fixed piping [58:6.26.5.1(B)]
- ☐ LPG cylinders shall not be installed, transported, or stored inside the vehicle [58:6.26.3.2]
- ☐ No fueling or tank exchange during event or with public present [IFC 313.1.1]

LPG Appliances

- ☐ All appliances installed on vehicles shall be approved [58:6.26.7.2]
- ☐ Appliances shall be readily accessible [58:6.26.7.7]
- ☐ Appliances shall be protected to minimize damage in transit [58:6.26.7.8]
- ☐ Appliances shall not block egress [58:6.26.7.9]
- ☐ Install permanent caution plate [58:26.7.10]

Hood system

- ☐ Type 1 hood with grease laden vapors [96:4.1.9]
- ☐ Fire ext. system in hood with tag [96: Ch. 10]
- ☐ Proper ventilation and grease filters [96: Ch. 7 & 8]
- ☐ Hood cleaned at regular intervals [IFC 607.3.3.1]
- ☐ Ext. system serviced every 6 mo. [IFC 904.12.5.2]

Fire Extinguishers

- ☐ All cooking vehicles 2A10BC [58:6.26.1]
- ☐ K extinguisher if hood is required [IFC 906.4.2]

Out of Service

- ☐ LPG system shall be leak free [58:6.26.8.2]
- ☐ Cylinders and/or containers shall be closed [58:6.26.9.3]
- ☐ Vehicle shall not be parked near heat sources, open flame, other ignition sources, or open pits. [58:6.26.8.4]

Access

- ☐ Fire apparatus access roads shall not be obstructed [IFC 503.4]

Electrical

- ☐ Electrical hazards shall be abated [IFC 604.1]
- ☐ Electrical panels shall be accessible [IFC 604.3] Be reasonable!
- ☐ Extension cords shall not replace permanent wiring [IFC 604.5] **Should expect exterior cords**
- ☐ No open junction boxes [IFC 604.6]
- ☐ Safe use of generators [IFC 313.1.1]

General Requirements

- ☐ No Smoking sign [IFC 310, 6107.2]
- ☐ No public in vehicle [R710-14-5(a)]
- ☐ Business license
- ☐ No fueling during event or with public present [IFC 313.1.1]
- ☐ LPG gas detector installed [R710-14-5(e)]

Comments: _____

Owner/Operator Signature: _____ Phone # _____

Approval Date: _____

Correction and re-inspection required: Y N