

General Information

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, however, 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 one hundred percent (100%) penalty on past due fees. (City Code 5.04.280: Penalty fees for failure to obtain a license.)

Murray City requires that a written notice be submitted if a business is no longer conducting business. Please note that license fees are non-refundable.

Application Information

Mobile Food Truck business licenses are issued on an annual basis and are not eligible for renewal. A business license application, Salt Lake Valley Health Department inspection and a fire safety inspection along with the applicable fees are required annually to obtain and qualify for a business license.

All State and local requirements must be met before submitting your application. Please include verification of these requirements with your application.

Fees are due at the time of submitting an application. The base license fee is non-refundable should a license not be approved.

Primary business license - Once an application is submitted, approvals and/or inspections are required by the Murray City Fire Department, Zoning Department, Code Enforcement and the Salt Lake Valley Health Department. When all applicable departments have approved the application, a business license will be issued. The business license processing time varies due to Health Department approval, etc.. Murray City does not offer interim licensing. Please be aware that you must have your business license issued prior to operating.

Secondary business license – A "secondary" business license is issued when a food truck operator has already obtained a business license from another jurisdiction. A business license application must be submitted. The food truck operator must also present a current business license from another jurisdiction within the state, a current health department permit from the Salt Lake Valley Health Department and a current fire safety inspection showing that the food truck passed inspection. A reduced fee based on administrative costs to issue the business license will be charged. The business license will expire the same day as the expiration date on the license presented at the time of application for the Murray business license.

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 shall make the vehicle available for an inspection prior to obtaining a business license. 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.

NEW BUSINESS COMPLIANCE INFORMATION

NOTE: This list may not be complete, depending upon your business type, in some cases some or none may apply. Please contact the agencies listed for help in deciding which items will apply to your specific business situation. It is the responsibility of the owner/manager to seek out any other governmental agencies involved in the regulations of their business. Please keep in mind that this is a guideline only.

STATE TAX INFORMATION

For information related to Income Tax, State Sales Tax, Use Taxes and other applicable state taxes, contact the State Tax Commission.

210 N. 1950 W., Salt Lake City, Utah 84134
Phone: 801-297-2200

FEDERAL EMPLOYER'S TAX ID NUMBER & FEDERAL TAX INFORMATION

Contact the IRS for information related to income, excise, self employment, tip credits and other federal taxes. Every person who pays wages to one or more employees, or is required to file federal reports, must apply for a tax number. The IRS also provides a business tax kit and tax seminar for businesses. The seminar will provide you with basic instructions and forms. Sole proprietors, with no employees, may use their social security number in lieu of an EIN number. If you have questions, please contact the IRS.

Phone: 1-800-829-1040

REGISTRATION OF A BUSINESS NAME / CORPORATIONS

All persons or partnerships doing business in Utah under an assumed business name must register with the Secretary of State. Corporations, LLC's, etc. must file articles and name registration. (Exceptions: Federally Chartered Banks, Sovereign Nations, & Insurance Agents)

Department of Commerce: Heber M. Wells Building
160 E. 300 S. Salt Lake City, Utah 84111
Phone: 801-530-4849
Cost: Corp. Filing Fee \$52.00 Registration of Name: \$22.00

STATE BUSINESS LICENSING

Under certain circumstances, a special state business license may be required for your business. Consult with The Utah Department of Registration for more information. A state license does not exempt the business from obtaining a local business license.

Heber M. Wells Building
160 E. 300 S., Salt Lake City, Utah 84111
Phone: 801-530-6628

FOR VEHICLE LICENSES, i.e.: DEALERS, AUTO BODY WORK, ETC. 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

Salt Lake County Health Department has requirements for newly licensed and permitted establishments such as: Cosmetology, Day Cares, Massage, Tanning facilities, Hotels/Motels, Restaurants and other food and drink establishments. (Ownership changes are considered newly licensed & are required to be approved prior to beginning or continuing business). Please contact the Health Department for information.

788 E. Wood Oak Lane (5380 South), Murray Utah 84107
Phone: Food Protection: 385-468-3845 (Restaurants, Bars, Food Services)
All Other Departments: 385-468-3835 (All Other Issues: Sanitation, Salons, Etc.)
Prepackaged Consumption Items: Contact the Dept. of Agriculture: 801-538-7124

SAFETY REGULATIONS

Contact the Utah Labor Commission, Division of Occupational Safety and Health (Utah OSHA):

Heber M. Wells Building
160 E. 300 S. 3rd Floor, Salt Lake City, Utah 84111
Phone: 801-530-6901 or 1-800-530-5090
www.laborcommission.utah.gov

PROPERTY TAXES

Property taxes are levied on land, buildings & equipment used in a business. Please contact the Salt Lake County Treasurer for information:

2100 S. State Street, Salt Lake City, Utah 84190
Phone: 801-468-3050

UNEMPLOYMENT INSURANCE

Unemployment insurance, both state & federal, is generally required in firms with one or more employees. For information, contact the Department of Workforce Services - DWS.

140 East 300 South, Salt Lake City, Utah 84145
Phone: 1-800-222-2857

WORKERS COMPENSATION INSURANCE

Workers compensation insurance is required of all employers. This insurance may be obtained from private companies or the Worker's Compensation Fund. For information, contact The Utah Labor Commission, Division of Industrial Accidents. Businesses without employees may be required to complete an exclusion policy or worker's compensation waiver. For more information:

Heber M. Wells Bldg.
160 East 300 South 3rd Floor, Salt Lake City, Utah 84111
Phone: 801-530-6901 or 1-800-530-5090
www.laborcommission.utah.gov

MINIMUM WAGE LAW

Many businesses are subject to federal minimum wage, overtime and child labor law regulations. For information, contact the U.S. Department of Labor, Wage & Hour Division:

Salt Lake City District Office
Eagle Gate Plaza & Tower
60 East South Temple Street, Suite 575
Salt Lake City, Utah 84111-1016
Phone: 801-524-5706 or 1-866-4-USWAGE (1-866-487-9243)

For businesses not under federal jurisdiction, please contact the Utah Labor Commission – Wage Claim Unit:

Heber M. Wells Bldg.
160 East 300 South 3rd Floor, Salt Lake City, Utah 84111
Phone: 801-530-6901 or 1-800-530-5090
www.laborcommission.utah.gov

ADDITIONAL RELATED PHONE NUMBERS:

Better Business Bureau	801-892-6009
Bureau of Child Care Licensing	801-538-9288
Division of Consumer Protection	801-530-6601
Department of Motor Vehicles	801-297-2600
DABC (Alcohol Licensing)	801-977-6800
BCI (Background Investigations)	801-965-4445 3888 W 5400 S, West Valley City, Utah (FBI check)
Insurance Division	801-538-3800



MOBILE FOOD TRUCK BUSINESS LICENSE APPLICATION

Murray City Corporation
4646 South 500 West
Murray, Utah 84123
(801) 270-2420

FOR OFFICE USE ONLY

New Account New Address
 New Owner Update Only
Control # _____

Incomplete Applications will be returned

Ownership: Corporation ___ LLC ___ Partnership ___ Sole Proprietor ___ <small>*Corporations, LLC & Partnerships must provide a current list of Corporate Officers, Partners, Members and Directors.</small>	Federal ID # (FEIN or SSN) _____ Utah Sales Tax # _____
--	--

Mobile Food Truck Name _____

Commissary address _____

Business Mailing Address _____ City _____ Zip Code _____

Business Phone _____ Emergency Contact Phone _____

Email _____ Website _____

Detailed Description of Business _____

Owner Information (If corporate owned, list the corporation name as the owner's name, list the address & phone number of the corporation & complete the owner/officer sheet)

Owner's Name _____

Owner's Address (include City, State & Zip) _____

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 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 @ \$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 _____

OWNERS, OFFICERS AND MEMBERS INFORMATION LIST
MURRAY CITY CORPORATION
(BUSINESS LICENSE APPLICATION)

Please supply us with information on all Owners, Officers and Members associated with your business or include a preprinted list from your corporation.

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

**MURRAY CITY BUSINESS LICENSING
FEE SCHEDULE**

Base License Fee: All businesses, excluding home occupations, 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.

5.04.280: PENALTY FEES FOR FAILURE TO OBTAIN A LICENSE: 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.

Business License Regulatory Fees: The following regulatory fees are assessed in addition to all 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	Second Hand Dealer	\$100.00
Sexually Oriented Business	\$500.00	Amusement Device	\$150.00
		Fireworks Indoor/Outdoor, Christmas Tree Sales	\$160.00

This listing may not be all inclusive. Fees for additional inspections, investigations, etc., may not be listed.

**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. If you are not sure about the requirements for your business, please contact our office for clarification.

Your business location must be occupied and set up, ready to do business, prior to inspection. We cannot inspect empty buildings.

***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.

Fire Marshal's Office

For more information or questions call,

Phone:	Mike Dykman	Office, (801) 264-2786, Mobile, (801) 502-4954
	Pat Killion	Office, (801) 264-2776, Mobile, (801) 573-7381
	George Zboril	Office, (801) 264-2773, Mobile, (801) 856-2616

Main Fire Department Office, (801) 264-2781