

# **Business Licensing Guide**

The following information explains the benefits of registration and licensure, and why and how a business should register and receive a license to do business.

## **State Registrations**

### **Who Must Register Their Business?**

In most cases, all businesses in Utah are required by the law to register with the Utah Department of Commerce, Division of Corporations and Commercial Code, the Utah Department of Workforce Services, The Utah State Tax Commission, the Utah Labor Commission, Internal Revenue Service and with local municipalities to obtain a business license. In addition, certain types of businesses need special licenses and permits in order to operate, i.e., insurance agents, contractors, doctors and dry cleaners, etc.

### **Why Are Businesses Required to Register?**

Registration insures that the business name cannot be legally used by another business. The more you use the registered name and become known to the public by name, the more legal protection your name earns against “predatory encroachment” by other businesses.

Registration is required so that a comprehensive state registry of all businesses and corporate information is available for public reference. This information is vital to an orderly legal system and marketplace. Without it, the public or other businesses may have no way of knowing the person(s) with whom they are doing business.

In addition, registration is required by law to provide public notice as to who owns or stands behind a business entity. You cannot file a lawsuit in court as a business if your business is not registered. Registration enables careful business people to verify information about companies with whom they do business.

### **Where Do You Register Your Business Name?**

You can register your business by contacting:

Division of Corporations and Commercial Code, Department of Commerce: Heber M. Wells Building, 160 East 300 South, P.O. Box 45701, Salt Lake City, Utah 84145-0801, (801)530-4849.

State Tax Commission: 2540 Washington Blvd. 7<sup>th</sup> Floor Ogden, UT 84401.  
(801)626-3460 or (877)526-3994

The Utah State Tax Commission, Ogden Branch Office: 2447 Lincoln Ave, Ogden UT, 84401.

You can register your business either in person, by mail, or on-line at [www.business.utah.gov/registration](http://www.business.utah.gov/registration).

\*If you cannot remember your D.B.A. # you can go on-line to [www.utah.gov/commerce/rps/](http://www.utah.gov/commerce/rps/) to look it up.

## **City and County Business Licenses:**

### **Who Must License Their Business?**

By law, businesses are required to license with the local municipality in which they are doing business. General standards exist for licensure, but each city and county also has unique requirements and procedures. It is best to contact your city or county office to know the exact standards that are set for licensure.

### **Why Are Municipal Business Licenses Required?**

Local licensure ensures that businesses are safe to the public and given the protections under the law to which a licensed business is entitled. A business may be visited or inspected, and required to fulfill local zoning, building and parking requirements before receiving a license. This ensures employee and public health, safety, and welfare.

### **When Should a Business License With a County Office?**

Counties have the jurisdiction over the unincorporated areas of the county. If your business is in the unincorporated area of the county, you should contact your county office.

Some counties require that all businesses that sell food, liquor, and gas within county borders are required to receive a special permit or license from the county.