



General Business License Checklist

This list is for guideline purposes ONLY and is not all-inclusive. Additional documentation or information other than what is listed may be requested as part of the application process. Different types of businesses will have different requirements. Please ask the business license department if you are unsure what your specific type of business will require.

Required on **MOST** new applications:

- ☐ Business Entity Documentation from the State of Utah (Must include the official stamp/signature of the State of Utah Department of Commerce)
 - DBA Certificate of True & Assumed Name
 - LLC Certificate of Organization
 - Articles of Incorporation
 - Partnership
- *Please note: if you have a DBA that is owned by LLC, Corporation or Partnership, you will need to provide BOTH documents. If principals listed are of a separate entity, you will also need to provide entity documentation from each entity listed.*
- ☐ Sales Tax Number (if applicable)
- ☐ Federal EIN number (if applicable)
- ☐ Government Issued Photo ID of a listed principal of the entity.
- ☐ Signature of a listed principal of the entity. (Signature must match name on photo ID)
- ☐ Planning/Zoning Approval
- ☐ Fire Department Inspection/Approval
- ☐ Building Department Approval
- ☐ Wastewater/Pretreatment Approval (if applicable)

In addition, City, County, State, or Federal License may be required with application, depending on your type of business.

- ☐ Division of Occupational and Professional Licensing (DOPL)
- ☐ Department of Health and Human Services
- ☐ Department of Agriculture
- ☐ Southwest Utah Public Health Department
- ☐ Motor Vehicle Enforcement Division
- ☐ Department of Consumer Protection
- ☐ Utah Insurance Department
- ☐ Utah Real Estate Department
- ☐ Federal Firearm License
- ☐ NMLS Consumer Access
- ☐ Other _____



Business License General Resource Information

Utah Department of Commerce – Business Name Registration

If you intend to use a business name, you must first register with the State of Utah Department of Commerce. You will register as a DBA, True and Assumed Name, an LLC (Limited Liability Company), Corporation, Partnership etc. With all new business license applications, you will be required to provide approved documents that include the official stamp/signature Department of Commerce.

Phone Number: 801-530-4849

Website: <https://businessregistration.utah.gov/>

Utah State Tax Commission

Sales and Use Tax Numbers may be required for businesses with sales of tangible or intangible products. Transient Room Tax (TRT) Numbers required for businesses to rent temporary lodging for stays of less than 30 consecutive days. Hotels, Motels, Trailer Courts, Short Term Rentals, etc.

Cigarette and Tobacco Taxes

General Phone Number for Salt Lake City Office: 800-662-4335

Washington County Office Phone Number: 435-251-9520

Website: <https://tax.utah.gov/>

Local Office: 100 South 5300 West, Hurricane, UT 84737

Internal Revenue Service (IRS)

A Federal Employee Identification Number (EIN) may be required for any business with employees or multi-member organizations. **Website:** <https://www.irs.gov/businesses/employer-identification-number>

Charities & Non-Profits

Website: <https://www.irs.gov/charities-and-nonprofits>

Utah Division of Occupational and Professional Licensing (DOPL)

State Licensing for Contractors, Cosmetologists, Counselors, Medical Professionals, Massage Therapists, Funeral Directors, Veterinarians, etc.

Phone Number: 801-530-6628

Website: <https://dopl.utah.gov/>

SouthWest Utah Public Health Department

Food Establishments, Food Trucks, Tattoo Establishments, Body Artists, Tobacco, Sewer Truck Pumping, Public Swimming Pools, etc.

Phone Number: 435-673-3528

Website: <https://swuhealth.gov/>

Local Office: 620 South 400 East, St George, UT 84770

Utah Department of Agriculture

Home Based Cottage Kitchen License, Bakery, Pesticides, Meat Industries, etc

Phone Number: 801-538-7100

Website: <https://ag.utah.gov/>

CITY OF ST. GEORGE

435-627-4000 -- 175 East 200 North, St. George, UT 84770 -- sgcityutah.gov



Utah Department of Alcoholic Beverage Services (DABS)

Restaurant Alcohol, Bar Establishments, Off-Premise Retail, On-Premise Banquet, On-Premise Beer Recreation, Hospitality Amenity, Airport Lounge, Reception Center, Manufacturing & Distribution Licenses, Single Event Alcohol Permits, etc.

Phone Number: 801-977-6800

Website: <https://abs.utah.gov/>

Utah Department of Health & Human Services (DHHS)

Human Services, Health Care Facilities, Childcare, Day Treatment Programs, Residential Support Programs, Outpatient Treatment Programs, etc.

Phone Number: 801-538-4242

Website: <https://dlbc.utah.gov/>

Utah Department of Public Safety Bureau of Criminal Identification (BCI)

Original Background Check, dated no older than 180 prior to the date of the application. Residential Solicitation, For Hire Driver, Off Premise Alcohol Licenses, etc.

Phone Number: 801-965-4445

Website: <https://bci.utah.gov/criminal-records/>

Department of Consumer Protection

Health Spas, Personal Trainers, Pawn Shop, Secondhand Dealers, etc.

Phone Number: 800-721-7233

Website: <https://dcp.utah.gov/>

City of St George Department Contacts for Business Licensing

Fire Department

Phone Number: 435-627-4150

Planning Zoning Department

Phone Number: 435-627-4206

Wastewater & Pretreatment Department

Phone Number: 435-627-4266

Website: pretreatment.sgcityutah.gov

Building Department

Phone Number: 435-627-4100

Stormwater Department

Phone Number: 435-627-4058

Downloadable Forms:

[Mobile Wash Compliance Form](#)

[Concrete Pumping Operations Form](#)

Water Department

Phone Number: 435-627-4802

Downloadable Forms:

[Air Gap Verification Form](#)

Fleet Management

Phone Number: 435-627-4040

Downloadable Forms: [Vehicle Inspection Form](#)

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