

## Grantsville City Business License Checklist

1. Pick up business license application from Grantsville City Hall, 429 E. Main Street or online at [www.grantsvilleut.gov](http://www.grantsvilleut.gov).
2. Complete business license application. If you have questions please contact the Grantsville City Recorder.
3. Register your business with the Utah Department of Commerce, [www.utah.gov](http://www.utah.gov) – one stop business license registration.
4. Copy of State license, if applicable (contractor, cosmetology, day care, real estate, etc.)
5. Home Occupation – pick up and fill out a Conditional Use Permit Application for a Home Occupation at City Hall or online. If you have questions please contact the Grantsville City Zoning Administrator.
6. Fill out a Tooele County Sheriff’s Office Business Information Form.
7. Comply with Planning and Zoning Department requirements when applicable (Conditional Use Permits, Signs)
8. Comply with Grantsville City Building Department requirements when applicable (salons, daycare, preschool, remodels, new construction, etc)
9. Comply with Grantsville City Fire Department when applicable (daycare, preschool, remodel, etc)
10. Obtain a Health Permit from the Tooele County Health Department, if applicable.

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| ➤ Recorder’s Office                      | (435) 884-4603                   |
| ➤ Grantsville City                       | (435) 884-3411                   |
| ➤ Tooele County Health Department        | (435) 277-2440                   |
| ➤ Tooele County Business Resource Center | (435) 843-3129                   |
| ➤ Planning and Zoning Dept               | (435) 884-4604                   |
| ➤ Building Dept                          | (435) 884-4617                   |
| ➤ Fire Marshall (Kent Liddiard)          | (435) 884-5003 or (435) 840-0121 |