



**State of Utah**  
**DEPARTMENT OF COMMERCE**  
**Division of Corporations & Commercial Code**  
**BUSINESS LICENSING & REGISTRATION GUIDE**

All businesses operating in Utah must be registered with the Department of Commerce and licensed with a city or county in the state. The following information explains the benefits of registration and licensure and why and how a business should register and receive a license.

### **State Registrations**

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

All businesses in Utah are required by law to register with the Utah Department of Commerce either as a "DBA" (Doing Business As), corporation, limited liability company or limited partnership. Businesses are also required to obtain a business license from the city or county in which they are located.

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

Registration is required so that a comprehensive state registry of all business 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 persons with whom they are doing business.

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

You can register your business by contacting:

**DEPARTMENT OF COMMERCE Division of Corporations & Commercial Code**

##### **Mail In:**

PO Box 146705

Salt Lake City, Utah 84114-6705

##### **Walk In:**

160 East 300 South, Main Floor

**Service Center:** (801) 530-4849 **Toll Free Number:** (877) 526-3994 (Utah Residents)

**Fax:** (801) 530-6438

**Web Site:** <http://www.corporations.utah.gov>

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

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

By law, all 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 have 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 jurisdiction over the unincorporated areas of the county. If your business is in an 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.

## **Is it Necessary to Receive a Business License in Each City and County a Business Operates?**

The answer to this question in most cases is, yes. However, a phone call to the city or county office will alleviate doubt.

The following is a listing of business licensing offices for all cities with a population of 600 or greater. For information regarding smaller cities, contact the local city offices or telephone listing.

### **Cities**

**Alpine** 20 North Main Alpine 84004 (801) 756-6347

**Town of Alta** 10210 E SR210 P.O. Box 8016 Alta 84092-8016 (801) 742-3522

**American Fork** 51 East Main, American Fork, UT 84003, (801) 763-3000

**Aurora** P.O. Box 477, Aurora, UT 84620, (435) 529-7643

**Ballard** Route 2, Box 2381, Ballard, UT 84066, (435) 722-3393

**Bear River** 5695 North 4700 West, Box 160, Bear River, UT 84301, (435) 279-8626

**Beaver** 60 West Center, P.O. Box 271, Beaver, UT 84713, (435) 438-2451

**Blanding** 50 West 100 South, Blanding, UT 84511, (435) 678-2791

**Bluffdale** 14175 So. Redwood Road, Bluffdale, UT 84065, (801) 254-2200

**Bountiful** 790 South 100 East, P.O. Box 369, Bountiful, UT 84011-0369, (801) 298-6190

**Brigham City** 20 North Main P.O. Box 1005, Brigham City, UT 84302, (801) 734-2001

**Castle Dale** 61 East 100 North, P.O. Box 728, Castle Dale, UT 84513, (435) 381-2115

**Cedar City** 110 North Main, P.O. Box 249, Cedar City, UT 84721, (435) 586-2950

**Cedar Hills** 3925 W. Cedar Hills Dr., Cedar Hills, UT 84062, (801) 785-9668

**Centerfield** 130 So. Main, P.O. Box 220025, Centerfield, UT 84622, (435) 528-3296

**Centerville** 655 North 1250 West, Centerville, UT 84014, (801) 295-3477

**Clarkston** 50 South Main, P.O. Box 181, Clarkston, UT 84305-0181, (435) 563-9090

**Clearfield** 55 S State St., Clearfield, UT 84015, (801) 774-7224

**Clinton** 1906 West 1800 North, Clinton, UT 84015, (801) 825-5398

**Coalville** 10 North Main, P.O. Box 188, Coalville, UT 84017, (435) 336-5981

**Corinne** 2420 North 4000 West, P.O. Box 118, Corinne, UT 84307, (435) 744-5566

**Cottonwood Heights** 1265 E Fort Union Blvd. #250 Cottonwood Heights 84047 (801) 944-7067

**Delta** 76 North 200 West, Delta, UT 84624, (435) 864-2759

**Draper** 12441 South 900 East, Draper, UT 84020-1020, (801) 576-6504

**Duchesne** 160 So. Center, P. O. Box 974, Duchesne, UT 84021, (435) 738-2464

**East Carbon** 101 W. Geneva, P.O. Box 70, East Carbon, UT 84520, (435) 888-6613

**Elk Ridge** 80 East Park Dr., Elk Ridge, UT 84651, (801) 423-2300

**Elsinore** 15 East 200 North, P.O. Box 208, Elsinore, UT 84724, (435) 527-3306

**Enoch** 4864 North 600 East, Enoch, UT 84720-9466, (435) 586-1119

**Enterprise** 375 South 200 East, P.O. Box 340, Enterprise, UT 84725, (435) 878-2221

**Ephraim** 5 South Main, Ephraim, UT 84627, (435) 283-4631

**Escalante** 56 North 100 West, P.O. Box 189, Escalante, UT 84726, (435) 826-4644

**Fairview** 85 South State, P.O. Box 97, Fairview, UT 84629, (435) 427-3858

**Farmington** 130 North Main, P.O. Box 160, Farmington, UT 84025-0160, (801) 451-2383

**Farr West** 2090 No. 2000 West, Farr West, UT 84404, (801) 731-4187

**Ferron** 15 East Main, Box 820, Ferron, UT 84523, (435) 384-2350

**Fillmore** 75 West Center, P.O. Box 687, Fillmore, UT 84631-0687, (435) 743-5233

**Fountain Green** 84 South State, P. O. Box 97, Fountain Green, UT 84632, (435) 445-3453

**Francis Town** P.O. Box 668 Kamas 84036 (435) 783-6236

**Fruit Heights** 910 South Mountain Road, Fruit Heights, UT 84037, (801) 546-0861

**Garland** 72 North Main, P.O. Box 129, Garland, UT 84312, (435) 257-3118

**Genola** 74 West 800 South, Genola, UT 84655, (435) 754-5300

**Grantsville** 429 East Main, Grantsville, UT 84029, (435) 884-3411

**Green River** 240 East Main, Box 620, Green River, UT 84525, (435) 564-3448  
**Gunnison** 38 West Center, P.O. Box 790, Gunnison, UT 84634, (435) 528-7969  
**Harrisville** 363 W. Independence Blvd., Harrisville, UT 84404, (801) 782-9648  
**Heber** 75 North Main, Heber City, UT 84032, (435) 654-0757  
**Helper** 73 South Main, P.O. Box 221, Helper, UT 84526, (435) 472-5391  
**Herriman** 13011 South Pioneer St, Herriman, UT 84065, (801) 446-5323  
**Highland** 5378 West 10400 North, Highland, UT 84003, (801) 756-5751  
**Hildale** 320 East Newell Ave., P.O. Box 490, Hildale, UT 84784, (435) 874-2323  
**Hinckley** 161 E. 300 North, P.O. Box 108, Hinckley, UT 84635, (435) 864-3522  
**Holladay** 4580 S 2300 E Holladay 84117 (801) 272-9450  
**Honeyville** 7478 North 3600 West, Box 142, Honeyville, UT 84314, (435) 279-8427  
**Huntington City** 20 South Main, P.O. Box 126, Huntington, UT 84528, (435) 687-2436  
**Hurricane** 147 North 870 West, Hurricane, UT 84737, (435) 635-2811 Ext 4  
**Hyde Park** 113 East Hyde Park Lane, P.O. Box 489, Hyde Park, UT 84318, (435) 563-6507  
**Hyrum** 83 West Main, Hyrum, UT 84319, (435) 245-6033  
**Ivins** 90 West Center, P.O. Box 789, Ivins, UT 84738, (435) 628-0606  
**Kamas City Hall** 30 South Main, Box 7, Kamas, UT 84036, (435) 783-4630  
**Kanab** Business Licensing 76 North Main #14, Kanab, UT 84741, (435) 644-2534  
**Kaysville** Business License Office 23 East Center, Kaysville, UT 84037, (801) 544-1363  
**LaVerkin** Business Licensing 111 South Main, P.O. Box 265, LaVerkin, UT 84745, (435) 635-2581  
**Layton City** Community Development 437 N. Wasatch Dr., Layton, UT 84041, (801) 546-8500  
**Lehi** Business Licensing 99 W. Main Street, Ste. 100, Lehi, UT 84043, (801) 768-3545  
**Lewiston** City Hall, 29 South Main, P.O. Box 36, Lewiston, UT 84320, (435) 258-2141  
**Lindon** Business Licensing, 383 West Lakeview Road, Lindon, UT 84042, (435) 785-5043  
**Logan** Business Licensing, 255 N. Main, Logan, UT 84321-0527, (435)716-9234 or (435)716-9233  
**Manti** Business Licensing, 50 South Main, Suite #1, Manti, UT 84642, (435) 835-2401  
**Mantua** Town Clerk, 409 North Main, Mantua, UT 84324, (435) 723-7054  
**Mapleton** City Office, 35 East Maple Street, Mapleton, UT 84664, (801) 489-5655  
**Mendon** Town Hall, P.O. Box 70, Mendon, UT 84325, (435) 752-2439  
**Midvale** Business License Dept., 655 West Center St, Midvale, UT 84047, (801) 567-7200  
**Midway** City Recorder, 75 North 100 West, P.O. Box 277, Midway, UT 84049, (435) 654-3223 Ext 106  
**Milford** City Hall, 302 South Main, P.O. Box 69, Milford, UT 84751, (435) 387-2711  
**Millville** City Hall, 490 East 300 South, Millville, UT 84326, (435) 752-8943  
**Minersville** Town Hall, 60 West Main, P.O. Box 159, Minersville, UT 84752, (435) 386-2242  
**Moab** City Office, 217 East Center Street, Moab, UT 84532, (435) 259-5121  
**Monroe** City Hall, 10 North Main, Box A, Monroe, UT 84754, (435) 527-4621  
**Monticello** City Office 17 North 100 East, Box 457, Monticello, UT 84535, (435) 587-2271  
**Morgan** Business Licensing 90 West Young Street, Box 1085, Morgan, UT 84050-1085, (801) 829-3461 Ext 1062  
**Moroni** City Hall 36 North Center, Box 10, Moroni, UT 84646, (435) 436-8359  
**Mt. Pleasant** City Hall, 115 W. Main, Mt. Pleasant, UT 84647, (435) 462-2456  
**Murray Business Licensing** 4646 S 500 W Murray UT 84123, (801) 270-2432  
**Naples** Business Licensing 1420 East 2850 South, Naples, UT 84078, (435) 789-9090  
**Nephi** City Recorder, 21 East 100 North, Nephi, UT 84648, (435) 623-0822  
**Newton** Town Hall, Box 146, Newton, UT 84327, (435) 563-9283  
**Nibley** City Hall, 296 West 3200 South, Nibley, UT 84321, (435) 752-0431  
**North Logan** Business Licensing, 2076 North 1200 East, North Logan, UT 84321, (435) 752-1310  
**North Ogden** City Office, 505 East 2600 North, North Ogden, UT 84414, (801) 782-7211  
**North Salt Lake** City Office, 20 South Highway 89, Box 208, North Salt Lake, UT 84054, (801) 298-3877  
**Oakley City** P.O. Box 129 Oakley 84055 (435) 783-5734  
**Ogden** Community Development, 2549 Washington Blvd., Ste. 240, Ogden, UT 84401, (801) 629-8962  
**Orangeville** City Hall, 5 North Main, P.O. Box 677, Orangeville, UT 84537, (435) 748-2651  
**Orem** Division of Licensing, 56 North State, Room 114, Orem, UT 84057, (801)229-7052 or (801)229-7009  
**Panguitch** City Office, 25 South 200 East, Box 75, Panguitch, UT 84759, (435) 676-8585  
**Paradise** Town Recorder, 9035 South 100 West, Paradise, UT 84328, (435) 245-6737  
**Park City** Business Licensing, 445 Marsac, P.O. Box 1480, Park City, UT 84060, (435) 615-5220

**Parowan**, Business Licensing, 5 So. Main, P.O. Box 576, Parowan, UT 84761, (435) 477-3331,  
**Payson City Corp.** 439 W Utah Ave. Payson 84651 (801) 465-5267  
**Perry City Office**, 3005 So. 1200 West, Perry, UT 84302, (435) 723-6461  
**Plain City City Office**, 4374 West 2575 North, Plain City, UT 84404, (435) 731-4908  
**Pleasant Grove City Hall**, 70 South 100 East, Box 515, Pleasant Grove, UT 84062, (801) 785-5045  
**Pleasant View City Office**, 520 West Elberta Dr., Pleasant View, UT 84414, (435) 782-8529  
**Price City Recorder**, 185 East Main, Room 103, P.O. Box 893, Price, UT 84501, (435) 637-5010  
**Providence City Office**, 15 So. Main, Providence, UT 84332, (435) 752-9441  
**Provo City Recorder's Office**, 351 W. Center, P. O. Box 1849, Provo, UT 84603, (801) 379-6523  
**Redmond Town Hall**, 45 West Main, Redmond, UT 84652, (435) 529-3278  
**Richfield City Office**, 75 East Center, Box 250, Richfield, UT 84701, (435) 896-6430  
**Richmond City Office**, 6 West Main, P.O. Box 9, Richmond, UT 84333, (435) 258-2092  
**River Heights City Hall**, 662 South 600 East, River Heights, UT 84321, (435) 752-2646  
**Riverdale City Office**, 4600 South Weber River Dr., Riverdale, UT 84405, (801) 394-5541  
**Riverton Business Licensing Department**, 12830 S. Redwood Rd, Riverton, UT 84065, (801)254-0704 or (801)208-3139  
**Roosevelt City Office**, 255 S. State, Box 36-8, Roosevelt, UT 84066, (435) 722-5001  
**Roy Development Services**, 5051 So. 1900 W., Roy, UT 84067, (801) 774-1040  
**St. George City Office**, 175 East 200 North, St. George, UT 84770, (435) 634-5800  
**Salem City Office**, 30 West 100 South, Box 901, Salem, UT 84653, (435) 423-2770  
**Salina City Office**, 90 West Main, Box 69, Salina, UT 84654, (435) 529-7304  
**Salt Lake City Business Licensing Services**, 451 So. State, Room 215, Salt Lake City, UT 84111, (801) 535-6644  
**Sandy City Business Licensing**, 10000 Centennial Pkwy, Sandy, Ut 84070, (801) 568-7252  
**Santa Clara City Office**, 2721 Santa Clara Dr., Box 699, Santa Clara, UT 84765, (435) 673-6712  
**Santaquin**, City Office, 45 West 100 South, Santaquin, UT 84655, (435) 754-3211  
**Smithfield City Office**, 69 North Main, Box 96, Smithfield, UT 84335, (435) 563-6226  
**South Jordan City**, 1600 W. Towne Center Dr, South Jordan, UT 84095, (801) 254-3742  
**South Ogden Business Licensing**, 3950 Adams Ave. #1, South Ogden, UT 84403, (801) 622-2709  
**South Salt Lake Business Licensing**, 220 East Morris Ave., Ste 200, South Salt Lake City, UT 84115, (801) 483-6063  
**South Weber City Office**, 1600 East South Weber Dr., South Weber, UT 84405, (801) 479-3177  
**Spanish Fork City Office**, 40 South Main, Spanish Fork, UT 84660, (801) 798-5000  
**Spring City City Office**, 150 East Center Street, Box 189, Spring City, UT 84662, (435) 462-2244  
**Springville**, Business Licensing, 50 South Main, Springville, UT 84663, (801) 489-2700  
**Sunset City Office**, 85 West 1800 North, Sunset, UT 84015, (801) 825-1628  
**Syracuse City Office**, 1787 So. 2000 West, Syracuse, UT 84075, (801) 825-1477  
**Taylorville City Office**, 2600 West Taylorville Blvd., Taylorville, UT 84118, (801) 963-5400  
**Tooele City Recorder**, 90 North Main, Tooele, UT 84074, (435) 843-2110  
**Tremonton City Office**, 102 South Tremont, Box 100, Tremonton, UT 84337, (435) 257-3324  
**Uintah Town Hall**, 2105 East 6550 South Uintah, UT 84405, (435) 479-4130  
**Vernal City Office**, 447 East Main, Vernal, UT 84078, (435) 789-2255  
**Xplogctf** .240 E Gammon Road, Vineyard UT 84058, (801) 226-1929  
**Washington City Office**, 111 No. 100 East, Box 575, Washington, UT 84780, (435) 628-1666  
**Washington Terrace City Office**, 5249 South 400 E, Washington Terrace, UT 84405, (801) 395-8280  
**Wellington City Recorder**, 150 West Main Street, P.O. Box 559, Wellington, UT 84542, (435) 637-5213  
**Wellsville**, City Office, 75 So. 100 E., Box 6, Wellsville, UT 84339, (435) 245-3686  
**Wendover City Office**, 195 So. 1st Street, Box 326, Wendover, UT 84083, (435) 665-2323  
**West Bountiful City Recorder**, 550 North 800 West, West Bountiful, UT 84087, (801) 292-4486  
**West Jordan Business Licensing**, 8000 S. Redwood Rd., West Jordan, UT 84088, 569-5010  
**West Point City**, 3200 West 300 North, West Point, UT 84015, (435) 776-0970  
**West Valley City Business Licensing**, 3600 South Constitution Blvd., West Valley City, UT 84119, (801) 963-3290  
**Willard City Hall**, 80 West 50 South, P.O. Box 593, Willard, UT 84340, (435) 734-9881  
**Woods Cross City Office**, 1555 South 800 West, Woods Cross, UT 84087, (801) 292-4421

## **Counties**

**Beaver County** Clerk, 105 East Center, P.O. Box 392, Beaver, UT 84713, (435) 438-2330

**Box Elder County** Courthouse, 1 South Main, Brigham City, UT 84302, (435) 734-2031

**Cache County** 170 N Main, Logan, UT 84321, (435) 752-3542

**Carbon County** Courthouse, County Clerk's Office, 120 East Main, Price, UT 84501, (435) 637-4700

**Daggett County** Courthouse, 95 North 1st West, P.O. Box 219, Manila, UT 84046, (435) 784-3154

**Davis County** Courthouse, 28 E. State Street, Room 221, P.O. Box 618, Farmington, UT 84025, (801) 451-3279

**Duchesne County** Clerk, 50 East 100 South, Drawer 910, Duchesne, UT 84021, (800) 448-2107

**Emery County** Courthouse, 95 East Main, P.O. Box 907, Castle Dale, UT 84513, (435) 381-2465

**Garfield County** Courthouse, 55 South Main, P.O. Box 77, Panguitch, UT 84759, (435) 676-8826

**Grand County** Courthouse, County Clerk's Office, 125 East Center, Moab, UT 84532, (435) 259-5645

**Iron County** Courthouse, 68 South 100 East, P.O. Box 429, Parowan, UT 84761, (435) 477-3375

**Juab County** Clerk's Office, 160 North Main, Nephi, UT 84648, (435) 623-0271

**Kane County** Courthouse, County Clerk's Office, 76 North Main, Kanab, UT 84741, (435) 644-2458

**Millard County** Courthouse, 765 S. Hwy 99, Star Route Box 55, Fillmore, UT 84631, (435) 743-6223

**Morgan County** Courthouse, 48 West Young Street, P.O. Box 886, Morgan, UT 84050, (801) 829-6811

**Piute County** Courthouse, County Clerk's Office, 21 North Main, Junction, UT 84740, (435) (435) 577-2840

**Rich County** Courthouse, County Clerk's Office, 20 South Main, Randolph, UT 84604, (435) 793-2415

**Salt Lake County** Business Licensing, 2001 South State Suite 3600, Salt Lake City, UT 84190, (801) 468-2000

**San Juan County** Courthouse, 117 South Main, P.O. Box 338, Monticello, UT 84535, (435) 587-3223

**SanPete County** SanPete County Clerk, 160 North Main, Manti, UT 84642, (435) 835-2131

**Sevier County** Courthouse, 250 North Main, P.O. Box 517, Richfield, UT 84701, (435) 896-9262 Ext. 201

**Summit County** Courthouse, 60 North Main, P.O. Box 128, Coalville, UT 84017, (435) 336-4451

**Tooele County** Courthouse, County Clerk's Office, 47 South Main Street, Tooele, UT 84074, (435) 882-9100

**Uintah County** Auditor, 147 East Main, Vernal, UT 84078, (435) 781-5481

**Utah County**, Office of Planning, 100 East Center, Suite 3800, Provo, UT 84606, (801) 370-8344

**Wasatch County** Clerk's Office, 25 North Main, Heber, UT 84032, (435) 654-3211

**Washington County** Administration Building, 197 East Tabernacle, St. George, UT 84770, (435) 673-3486

**Wayne County** Clerk, 18 South Main, P.O. Box 189, Loa, UT 84747, (435) 836-2731

**Weber County** Business Licensing, 2510 Washington Blvd., Ogden, UT 84401, (801) 399-8374

## **Small Business Development Centers**

There are many Small Business Development Centers (SBDCs) located throughout the state. They provide free, personal counseling to new business owners in planning, finance, marketing and management. For information regarding the SBDC near you, contact the Salt Lake City Office:

*102 West 500 South, Suite 315, Salt Lake City, UT 84101, Phone: (801)957-3480*

**Under GRAMA {63-2-201}, all registration information maintained by the Division is classified as public record. For confidentiality purposes, you may use the business entity physical address rather than the residential or private address of any individual affiliated with the entity.**