

Checklist for 2026/2027 New Ogden Valley City Business License

Required Business License Documents

- General documents and data for all business licenses
 - EIN - Employer Identification Number
 - Ogden Valley City DOES NOT accept SSN for Business License Applications. You must provide a EIN and the accompanying paperwork as proof
 - Apply for an EIN here: <https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number>
 - Proof of legal Registered Name with Utah Department of Commerce
 - Certificate of Existence
 - Registration with Utah Division of Corporations & Commercial Code
 - Resources available here: <https://commerce.utah.gov/corporations/>
 - Selling Goods/Products? Short Term Rental?
 - Utah State Tax ID # documentation
 - Transient Room Tax ID # documentation - Short Term Rentals ONLY
 - Resources available here: <https://tap.tax.utah.gov/TaxExpress/>
 - Description of Business
 - Scope of Services Offered. Number of Employees. Hours of
 - Operation. Visiting Clientele? What goods, if any, are sold?
 - **Copy of any State mandated Licenses should also be uploaded with an application.**
 - Site Plan to Include
 - Property boundaries, location of structures, access to business location, designated parking spaces, business entrance/exit locations.
 - *If business is manufacturing or commercial “Design Review” will be required prior to business license application*
- Specific requirements or documents for certain Business License Types
 - Residential - Home Occupancy, Low Impact (no visitors)
 - Residential - Home Occupancy, High Impact (employees, visitors)
 - Fire Inspection
 - Parking Plan

- Residential - Home Occupancy, Daycare/ Preschool
 - Fire Inspection
 - Weber Morgan Health Inspection
 - The State of Utah requires
 - Child Care License Application
 - Background Check Forms (Required for the provider and anyone living in the home aged 12 years or older (fingerprint is required for adults 18 and older)
 - W-9 Form.
 - Certificates for Infant/Child CPR and First Aid
 - New Provider Training and required preservice orientation)
 - Food Handler's Permit
 - Site Plan
 - Parking Plan
- Commercial - Alcohol
 - Fire Inspection
 - Weber Morgan Health
 - List of employees that will be selling alcohol
 - Alcohol License
 - Site Plan
 - Parking Plan
- Commercial - No Alcohol
 - Fire Inspection
 - Site Plan
 - Parking Plan
- Rental Property - Long Term (greater than 30 days)
 - Fire Department Inspection
 - Building Inspection
- Rental Property - Short Term (Less than 30 days)
 - Utah State Tax number
 - Transient Room Tax number
 - For the rental unit
 - Fire Inspection
 - Proof of Ownership (Let's provide specifics how to perform this)
 - Applicable taxes for prior year (what taxes? Property? Sales tax?)
 - Site Plan
 - Detailed floor plan

- Will serve letter(s) for water and sewer
- Building permit, Certificate of occupancy
- Management Agent Information
- Signed Acknowledge owner and agent read ordinance 108-11 (we need to post this letter for easy access