

Establishing your Business Entity

A checklist to prepare for and obtain your business license.



Register with the State of Utah:

- Access the step-by-step registration process for the State of Utah [here](#):
- Receive your entity number upon approval.
- Select the date your business will become active.
- Consider signing up for sales tax if you plan to sell products.



Apply for Employee Identification Number (EIN #):

- Obtain an EIN number, even if you won't have employees.
- Use this number for federal government dealings and as an alternative to your social security number for sole proprietors.
- Apply online at One-Stop online business registration (QR code above).



Apply for City or County Business License:

- Obtain a business license from your city or county offices to operate legally in your area.
- Check if online application is available on their website.
- For home-based or food-based businesses, be aware of potential additional requirements. Contact your city or county offices for guidance pertaining to this and other local regulations.



Check for Other Licenses:

- Research and identify any specialized licenses or professional certifications your business may need. Don't assume you don't need additional specialized licensing without checking.
- Some businesses may require licensing from [DOPL](#) (Division of Professional Licensing).
- Utilize online resources such as [Utah's Tax Information](#) to verify you've licensed everything you need for your business type.
- Depending on your business type, federal regulations might apply- such as firearms licensing.
- Seek assistance if you are uncertain about the specific licensing requirements for your business or need guidance as you build your business.

Could you use some additional support?

The Women's Business Center offers one-on-one business advising services, trainings, and classes at no cost to you. These services are available to all entrepreneurs and business owners regardless of gender.



wbcutah.org

This document was brought to you by the Women's Business Center of Utah



The Women's Business Center of Utah is a statewide nonprofit dedicated to assisting all aspiring and current business owners across the state- at no cost to you!

Visit WBCUtah.org to get extra support and sign up today!

Getting started as a New Business Owner

A checklist to ensure you have the basics covered.



Business Name:

- Choose a name that reflects your business and is timeless.
- Check name availability in the state: www.secure.utah.gov/bes/
- Check for an available matching URL: www.godaddy.com/
- Make sure business name is not copyrighted or trademark protected: www.copyright.gov/



Address:

- Determine if you'll operate from a home office or commercial location.
- Verify compliance with zoning requirements and city/county licensing.
- Consider if clients interact in person, or if product delivery is needed.
- For home-based food businesses, contact the local health department and the Department of Agriculture for regulations: www.ag.utah.gov/businesses/regulatory-services/cottage-food-production/



URL:

- Double check if your desired website URL is available before finalizing your business name.
- Consider setting up a basic website - even if it's just a landing page directing clients elsewhere. Social media is a great free option to get you started.
- Think about whether to build your website from a template or hire a professional for a more polished look.
- Create a google business page so your customers can find you: www.google.com/business/



Contacts & Dates:

- Create a professional email address associated with your website. Examples include: Contact@yourbusiness.com. Yourname@gmail.com or yourtitle@gmail.com are free options.
- Decide between a landline or cell phone number for your business.
- Consider how you'll professionally answer calls if using your personal phone & voicemail.
- Determine the official start date of your business, as this affects reporting and tax obligations.

Do you still have questions ?

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