

# Getting Getting a Business Started Started



A Guide to  
Doing Business  
in Salt Lake City



# Table of Contents

Salt Lake City ( <i>Introduction</i> ) .....	4
Advantages of Doing Business in Salt Lake City .....	6
5 Steps to Starting Your Business .....	8
Salt Lake City Business License Requirements .....	10
State of Utah and Local Requirements .....	12
Salt Lake City Green .....	19
Business Support Organizations .....	20
Salt Lake City Government Organizations .....	22
Chambers of Commerce and Business Associations .....	24
Online Resources .....	26
Educational Institutions .....	27
Import/Export .....	28
Information Sources .....	28
Public Safety .....	28
Utilities .....	29
Salt Lake City Corporation Departments .....	30

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*Salt Lake City—  
One of the Top 20  
“Best Places to Live  
and Work in America.”*

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*Employment Review  
Magazine 2004*



July 2007



Dear Business Owner:

### **AMAZING THINGS ARE HAPPENING IN SALT LAKE CITY!**

Thank you for the investment you are making in Salt Lake City, and the contribution your business provides to our community. With your partnership, Salt Lake City is the most dynamic, diverse and distinct city in the United States.

An unprecedented amount of development, enormous investment, and exciting projects and activities are underway that will honor our region's history while shaping a thrilling future for Salt Lake City.

The "Guide to Doing Business in Salt Lake City" is a business tool created by the Mayor's Office of Economic Development. It is designed to take the mystery out of city process and allow your business to grow and thrive in the current marketplace. The book will give you information about planning and zoning in Salt Lake City, business permitting and the inspection process, and business license assistance. It is also designed to provide business resources in Salt Lake City, Salt Lake County, the State of Utah, the private sector, and non-profit business assistance.

### **WISHING YOU GREAT SUCCESS IN BUSINESS,**

Alison McFarlane  
*Senior Advisor for  
Economic Development*

Ed Butterfield  
*Economic Development Manager*

## SALT LAKE CITY

**“SALT LAKE CITY HAS ESTABLISHED PRIORITIES AND INVESTED IN INITIATIVES TO CREATE A STRONG, TRANSIT-ORIENTED URBAN CORE AND A HEALTHY MIX OF OFFICES, RETAIL, AND HOUSING. THE CITY HAS SHOWN REAL LEADERSHIP IN MAKING SALT LAKE CITY A LIVABLE PLACE.”**

*(Sierra Club – Building Better 2006)*

**SALT LAKE CITY IS A CITY ON THE RISE!** A snapshot of Salt Lake City reveals an ideal downtown with a unique mix of activities for living, working, shopping, learning and playing.

As the capital city and commercial hub of the State of Utah, Salt Lake City is the center of art and culture, business, government, finance, sports and recreation, and education. Salt Lake City’s attributes garner national and international media accolades for:

- Strong business growth
- The nation’s youngest population
- A well educated workforce
- High tech infrastructure
- Comprehensive transportation access
- A growing supply of downtown housing coupled with mature housing in historic neighborhoods



Salt Lake City also receives high marks as a dynamic urban area that is clean, safe, affordable, and with magnificent access to the outdoors.

Outside Magazine recently named Salt Lake City one of the “New American Dream Towns,” for its unique combination of adventure-friendly recreation, innovative new and expanding companies, and public policy that focuses on building a smart, pedestrian-friendly, transit-served, sustainable community.

Smart growth is a primary focus for Salt Lake City. Environmental initiatives earned an Environmental World Leadership Award in 2005. Salt Lake City takes

a comprehensive approach to environmental protection. From promoting alternative transportation and water conservation to high performance building and greenhouse gas emissions reductions, the Salt Lake City Green Program benefits citizens and visitors, while ensuring a healthy, sustainable future.

As the host city of the 2002 Winter Games, Salt Lake City welcomed the world while joining the international family of Olympic host cities. The hospitality extended during the Winter Games is a genuine reflection of a community that embraces diversity.

Surrounded by inspiring beauty, it's understandable that creativity is writ large in Salt Lake City. Utah was the first state in the nation to create an arts council. Participation in, and respect and appreciation for, the performing, literary and visual arts and humanities is woven into the fabric of Salt Lake City's history. Magnificent cultural attractions, year-round events and renowned performances are a significant part of Salt Lake City's wide appeal and quality of life.



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Salt Lake City is a leading urban center that will continue to experience and prosper from smart growth. It is a remarkable place to live and work, and an extraordinary city in which to locate and grow a business – a center for intellectual, scientific, artistic, recreational and cultural opportunities. As the heart of the State of Utah, Salt Lake City is moving forward as a distinct, diverse and dynamic metropolitan area.

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*"It's absolutely unique that a city this size has opera and ballet companies and a symphony orchestra. More people are settling here because there are all the advantages of a big city, and you're less than forty-five minutes from the greatest skiing in the world."*

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*Travel and Leisure 2005*

# Advantages of Doing Business in Salt Lake City

## Unprecedented Growth

Diverse economic growth has bolstered smart expansion in development and transportation allowing Salt Lake City to create a vibrant business community without the growing pains experienced by other major metropolitan centers. Further, Salt Lake City's diverse population comprises a highly educated, young working population with strong work ethics creating a community dedicated to fostering a livable city.

## Transportation

Salt Lake City's prime geographic location has garnered it the title "Crossroads of the West." Transportation is a major factor for businesses choosing to build or relocate their business to Salt Lake City. From a major international airport and heavy rail service to interstate highways connecting east to west and north to south, Salt Lake City is connected to the country, and to the world, providing solutions for the movement of people and goods. A strong transportation infrastructure also connects the urban core to the suburbs through wide boulevard-like streets and efficient light-rail and commuter rail making commute times low and connectivity high.



*Downtown Salt Lake City.*

## Education

Salt Lake City is home to Utah's higher education flagship institution. The University of Utah and accompanying Research Park are at the cutting edge of research and technology. Founded in 1850, the University of Utah enrolls more than 29,000 students studying over 77 subjects at the undergraduate level, and over 95 fields of study at the graduate level. The University's Research Park houses a multitude of university-fostered companies, research facilities, and academic departments creating an overall annual productivity that exceeds \$550 million.

Salt Lake City is also home to Utah's only private liberal arts college. Westminster College enrolls 2,500 students to both its undergraduate and master's programs. Consistently ranked as a top tier institution by U.S. News and World Report, Westminster College has a reputation for strong academic standards and an intellectually vibrant student body. Brigham Young University's (BYU) downtown campus will support more than 5,000 students offering several programs including business classes. Additionally, Salt Lake City is home to Salt Lake Community College, LDS Business College, and Eagle Gate College which provides students with excellent trade school professional training in a vast array of study areas with a real world approach.

## Demographics

Salt Lake City has a large bilingual population. Over 50 languages are spoken in the Salt Lake City School District. The area's diversity of languages and nationalities is a unique combination of a broad immigrant population and the LDS Church's missionary program which contributes to a large portion of the adult population speaking a second language.

Language skills enhance national and international business development in Salt Lake City.



The State of Utah has the youngest popu-

lation in the  
United States

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*Salt Lake City—  
One of the 20 best places in  
America to do business or  
advance your career.*

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and is among the fastest growing in the nation. Salt Lake City benefits from a young, well-educated, and ample workforce.

*Forbes Magazine 2003*

# 5 Steps to Starting Your Business

## Research and Organize

After you've thought a great deal about what type of business you'd like to operate, thoroughly research those ideas to get underway. Start by consulting city, state and federal resources available to help you and your business thrive. Local Chambers of Commerce, libraries, business associations, and financial institutions also provide a wealth of business information. Salt Lake City's Economic Development Department has the resources to help foster the growth of small businesses in our community.



## Make a Plan

A business plan is crucial for the development and survival of your business. Financial institutions will require a business plan when applying for financing. Your business plan helps assess your ideas and can help shape the operation of your business. Start by choosing an appropriate business structure. Business structures have important legal and tax implications and it is advisable to consult a lawyer or tax specialist. More information on business structures can be found through the Utah Department of Commerce at: [www.business.utah.gov/business/starting.html](http://www.business.utah.gov/business/starting.html).

Next, decide on a business name and consider how you want to market your brand or service. This is your chance to find your niche in the market and position your business for success.

## Obtain Licensing

Local, state, and federal governments all require some type of licensing and registration for different types of businesses. At the federal level, most businesses—with the exception of sole proprietors—will need to register with the IRS for an Employer Identification Number. Visit [www.irs.gov](http://www.irs.gov) for more information. Local and state requirements are simple; most businesses can register

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*Utah— Top Entrepreneurial  
state in the nation  
per capita.*

*Salt Lake City— 2nd best large  
metro area for starting and  
growing a business.*

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*INC. Magazine 2003*

through OneStop which provides all of the required licenses for state and local government compliance in one easy step: [www.business.utah.gov/registration](http://www.business.utah.gov/registration).

## Obtain Financing

From start-up costs to business expansion, access to capital is essential for the survival of any business. Federal, state, and local government programs as well as private and micro-enterprise lenders have the financial tools you need to grow your business. Consult the Resource Directory and Incentives section of this guide for a list of important local financial institutions.

## Choose a Location

Location, Location, Location! Each of Salt Lake City's neighborhoods provides a rich diversity and unique character. Choosing the right location can deliver the clientele you need to propel your business. Working with a commercial, industrial or retail real estate agent is the best way to identify all options for buying or leasing office, retail or manufacturing space. Always check with local zoning and permit requirements before you buy or lease.



# Salt Lake City Business License Requirements

Salt Lake City requires that federal, state, and mandatory local requirements are met before obtaining a city business license. Licenses are issued for a one-year period and must be renewed prior to the expiration date to avoid penalties.

## Business License Application Information

Application forms are available online at [www.slcgov.com](http://www.slcgov.com) or at the Salt Lake City Business License Office, City & County Building, 451 South State Street, Room 225, Salt Lake City, UT 84111. Hours are Monday, Tuesday and Friday, 7:30 a.m. to 4:30 p.m. and Wednesday 9 a.m. to 4:30 p.m. telephone: (801) 535-6444. If you are renewing a business license, you can visit us in person or renew online.

## Business License Fees

There is a non-refundable base fee for each new commercial license application plus an additional fee for each full or part-time employee. For approximate fees, call (801) 535-6444 or go to the fee schedule page on the web at [www.slcgov.com/CED/business/](http://www.slcgov.com/CED/business/). All fees will be collected when the application is submitted. Salt Lake City Corporation will order all inspections (zoning, building, health department, and fire). They will schedule the inspections when all application forms have been submitted.



## Issuance of Business License

Salt Lake City business licenses will be issued once all application fees have been paid and all necessary approvals have been received.

## Zoning/Special Use Permits

All businesses must be in a zoning district that permits the type of business activity. Contact the Salt Lake City Planner of the Day at (801) 535-6174 for zoning and special use permits. Please provide the address of the building or residence of the business activity and the proposed use.

## Penalties

The penalty for commencing business before obtaining a Salt Lake City business license is 100% penalty of the total amount of the license. All fees are due and payable prior to the expiration date; a 25% penalty fee is assessed after the expiration date; and 100% after 60 days.



A police background check is required for sexually-oriented businesses and businesses handling alcohol. You can only apply for these types of licenses in person at the Business License Office.

If your business is regulated by the state of Utah or if your business involves food preparation, you must also be in compliance with the appropriate state agency and the Salt Lake Valley Health Department, telephone: (801) 313-6600.

**Before applying for a Salt Lake City business license, the following clearances and approvals must be completed:**

- Salt Lake City Corporation Application for a New Business and Regulatory License form
- All necessary fees
- Registration with the Utah State Department of Commerce (business name, corporation, LLC, partnership). (Included with State Business license application)
- State sales tax number (if applicable). (Included with State Business license application)
- Federal Employer Identification Number (FEIN) (if applicable). (Included with State Business license application).

# State of Utah and Local Requirements

## State of Utah Business License

The State of Utah offers OneStop Online Business Registration at [www.business.utah.gov/registration](http://www.business.utah.gov/registration) where you can register your business with the Utah State Tax Commission, the Utah Labor Commission, the Utah Department of Commerce, the Utah Department of Workforce Services and the Utah Department of Environmental Quality. This online system will fulfill requirements by submitting the required information to the agencies listed above. In addition, you will receive all of the information necessary to apply to your local municipality for a business license. Once registration is complete, you will receive account information for participating agencies, all online.



**To begin the process the following information about the business entity you would like to register is necessary:**

- The proposed name of your business. This system will perform a lookup against existing business names and will allow you to request the name you have in mind, if it is available. If the name is unavailable, you will need to select another name before completing your registration.
- The business entity type: i.e., Corporation, Limited Liability Company, Sole Proprietorship, etc.
- The business location(s).
- The type of activities your business will be pursuing. NOTE: Be sure to check zoning in the location you've selected. For example, you cannot operate heavy machinery in a residential neighborhood.
- The dates your business will start paying wages in Utah.
- The names, addresses, phone numbers, e-mail addresses and FEINs or Social Security Numbers of owners, proprietors, partners, corporate of-

ficers and members (principals). NOTE: This service requires an electronic signature for each principal for most business registrations. This can be completed by having each principal electronically sign this application, or by having a Power of Attorney, or Attorney-in-Fact electronically sign this application.

- A form of payment, either credit card or electronic check.

For local municipality business licenses, the system will collect preliminary information, but you will need to complete the registration process, including paying your license (s), in the local office of the city or county for each business location.

### **Motor Carrier Fee**

Trucking companies, individual carriers, and service bureaus that are based in Utah, and frequently travel outside the state, need to register through the Utah Tax Commission Department of Motor Vehicles. The amount you need to pay at the time of vehicle registration varies depending on vehicle type, fuel type, county and other factors. To find out the amount of all taxes and fees for your particular vehicle, please call the Utah Department of Motor Vehicles at (801) 297-7780 or 1-800-DMV-UTAH (800-368-8824).



### **Air Pollution Control**

The Salt Lake County Bureau of Air Pollution Control administers all air quality permitting for air pollution sources in Salt Lake City. Telephone: (801) 468-6720.

## Personal Property Tax Account Number

If you will own, rent or lease a property within Salt Lake City, obtain a personal property tax account number from the Salt Lake County Assessor at: [www.assessor.slco.org](http://www.assessor.slco.org) Telephone: (801) 468-3050.

## Federal Requirements

- Most business will need to obtain a Federal Employer Identification Number (FEIN) with the Internal Revenue Service ([www.irs.gov/businesses](http://www.irs.gov/businesses)) in the event of a corporation, limited liability company, limited partnership, limited liability partnership, or sole proprietor with employees is being created.
- Many businesses are subject to federal minimum wage, overtime and child labor law regulations. For information contact the U.S. Department of Labor at [www.laborcommission.utah.gov](http://www.laborcommission.utah.gov) Telephone: (801) 530-6680.
- Check Occupation Health & Safety Administration (OSHA) requirements with the Utah State Occupational Safety and Health Enforcement Section. ([www.uosh.utah.gov](http://www.uosh.utah.gov)).
- If businesses need information on the use of federal land or resources, contact the Salt Lake City Office of the Bureau of Land Management at [www.blm.gov/ut](http://www.blm.gov/ut) or the U.S.D.A. Forest Service Intermountain Region ([www.fs.fed.us/r4](http://www.fs.fed.us/r4)).



## Incentives

Both Salt Lake City and the State of Utah offer a wide variety of incentives packages for businesses looking to capitalize on the benefits of locating in Salt Lake City. The city's Department of Economic Development will provide you with details and assistance regarding these programs.

<p><b>Redevelopment Agency Programs:</b>  <a href="http://www.slcgov.com/CED/RDA">www.slcgov.com/CED/RDA</a>  (801) 535-7240</p>	<p><b>Sale Lake City Programs:</b>  <a href="http://www.slcgov.com/mayor/ED/">www.slcgov.com/mayor/ED/</a>  (801) 535-7941</p>	<p><b>State of Utah Programs:</b>  <a href="http://www.goed.utah.gov/business_development/incentives/">www.goed.utah.gov/business_development/incentives/</a> (801) 538-8700</p>
<p><b>Building Renovation Loan Program</b></p> <p>Owners of buildings located in the Central Business District and Sugarhouse Project areas are eligible for low-interest rehabilitation loans. Under this program, RDA lends up to 50% of the costs to restore the facades of buildings as closely as possible to their original appearance, to rehabilitate or convert upper floors of commercial buildings into a residential use, to bring major systems of buildings or the building structure into compliance with current codes; and to meet ADA accessibility requirements.</p>	<p><b>Business Revolving Loan Fund</b></p> <p>The Business Revolving Loan Fund provides loans of up to \$100,000 for start-up businesses and loans up to \$100,000 for existing businesses, with requirements of the business owner to provide collateral and cash contributions. Loan funds may be used for working capital, façade and building renovation, landscape and property improvements, equipment, new construction, and acquisition of land and building.</p>	<p><b>Industrial Assistance Fund (IAF)</b></p> <p>IAF is a job-creation incentive fund available to companies seeking to relocate in Utah as well as to existing Utah companies seeking to expand operations within the state. The IAF provides grants for the creation of jobs which pay at least 125% of the county median wage. Grant disbursements are made on a post-performance basis after jobs have been created and retained. The incentive range is \$1,000 to \$3,000 per new job.</p>
<p><b>New Construction Loan Program</b></p> <p>Low interest rate loans to developers for the construction of new buildings within the agency project areas. The agency acts as a lender of last resort, loaning up to a maximum of 100% of the eligible costs to fund the construction of new buildings.</p>	<p><b>Industrial Revenue Bonds</b></p> <p>Building construction, renovation, machinery and equipment of manufacturing facilities are eligible projects for industrial revenue bonds. Bonds are issued by Salt Lake City in the name of the company and are exempt from federal income tax. The applicant is responsible for all debt service. There is a \$10 million cap per issue.</p>	<p><b>HB11: Research Tax Credits</b></p> <p>Companies doing qualified research can receive income tax credits of up to 6% of qualified research expenses.</p>

<b>Redevelopment Agency Programs:</b>	<b>Sale Lake City Programs:</b>	<b>State of Utah Programs:</b>
<p><b>Tax Increment Rebate Program</b></p> <p>Property owners within the West Capitol Hill and Granary District Project Areas are provided with incentives to improve their properties under this program. Over a five-year period, RDA rebates to property owners the increase in property taxes the RDA receives resulting from the increased assessed value of their property.</p>	<p><b>Pardon our Dust Loan Program</b></p> <p>Salt Lake City offers loans to businesses adversely impacted by Salt Lake City road construction as an ongoing part of its Business Revolving Loan Fund Program. Businesses located on the street under construction or within one-half block of the construction are eligible to apply for up to \$20,000.</p>	<p><b>Sales Tax Exemption for Manufacturing Equipment</b></p> <p>Manufacturers are exempt from sales tax on the purchase of new and replacement equipment.</p>
<p><b>Neighborhood Business Loan Program</b></p> <p>Available in all project areas, this program offers low interest rate loans to owners of neighborhood support businesses to improve the appearance and function of their buildings, bring major systems of the buildings into compliance with current codes, renovate site improvements, and meet ADA accessibility requirements. RDA lends to qualifying businesses up to 50% of the costs of renovation to a maximum of \$75,000.</p>	<p><b>Business Relocation Assistance Fund</b></p> <p>Locally-owned, or independently-owned and operated businesses that are current tenants in a redevelopment or improvement project where relocation is necessary can apply for funds up to \$100,000 at a 3% interest rate. The funds requested may be used for relocation costs when the business moves from one area of Salt Lake City to another. A business must have received an eviction notice or termination of lease due to an improvement/development plan. The Business Relocation Assistance Funds originate from Salt Lake City's Business Revolving Loan Fund.</p>	<p><b>Custom Fit Training</b></p> <p>Custom Fit training money is used to help companies train their employees and is administered through state colleges and state applied technology centers. <a href="http://www.ucats.org/aboutcustomfit.html">http://www.ucats.org/aboutcustomfit.html</a> Training should be transferable, enabling the employee to learn skills they can use in other related fields of employment and with other companies. Up to \$500 per trainee is available, with a maximum subsidy of \$100,000 per company.</p>

Redevelopment Agency Programs:	Sale Lake City Programs:	State of Utah Programs:
<p><b>Environmental Loan Program</b></p> <p>The environmental loan program helps with the assessment of remediation of the environmental contamination on properties located in RDA project areas and Community Development Block Grant income-eligible neighborhoods. Low interest loans are available for up to 50% of environmental costs up to a maximum of \$10,000 for site assessment or \$100,000 for site remediation activities.</p>		<p><b>Economic Development Zone Tax Increment Financing (EDTIF)</b></p> <p>The Economic Development Tax Incentive is a tax rebate of new state revenues consisting of sales, corporate, and withholding taxes paid to the State. It is available to companies seeking relocation and expansion of operations to the State of Utah.</p>
<p><b>Special Improvement District Grant Program</b> (Depot District and Granary District)</p> <p>When the City budgets for street improvements in the Depot District, the RDA pays the City up to 50% of the cost of standard Special Improvement District improvements, thus reducing the costs of the SID to property owners. SID's typically pay for sidewalk, curb, gutter, parking strip landscaping and irrigation, benches, and street lighting.</p>		<p><b>Short Term Intensive Training Program</b></p> <p>If an employer uses third-party instructors to train new employees, this program may subsidize the training; the employer may pay as little as \$1 per training hour per employee.</p>

## Salt Lake City Business Advocate

The advocate works with businesses on a one-on-one basis to resolve problems and address concerns about development, permitting or other City processes. The Business Advocate can also assist a business with policy and regulation information and provide resources or contacts to help your business grow. Phone (801) 535-7941.

## Salt Lake City Business Advisory Board

The Business Advisory Board gives the Salt Lake City business community a means to have input regarding significant decisions and issues affecting them and the city as a whole. Business Advisory Board members are appointed by the Mayor and City Council. Call (801) 535-7941 for more information.

## Foreign Trade Zone Program

Salt Lake City is in the process of reactivating Foreign Trade Zone #30. The Foreign Trade Zone Program (FTZ) is a federal program that provides import/export benefits for a wide range of business applications. This program enables importers to defer, reduce, or eliminate Customs duties on products stored in their facilities. Merchandise or materials that enter a FTZ may be assembled, manufactured, processed, mixed, stored, relabeled or repackaged, tested, manipulated, cleaned, sampled, destroyed or salvaged.

**Advantages:** A FTZ allows companies to import products while simultaneously saving on the payment of duties and federal, state, and local taxes. Imported products can then be stored indefinitely or assembled into a finished product and re-exported without payment of duties or taxes. Duties are only due upon entry into US territory.



## Salt Lake City Green

With an abundance of natural beauty and outdoor activities at hand, it's no wonder Salt Lake City remains at the forefront of environmentally friendly cities. The Salt Lake City Green program has numerous opportunities to help business grow and thrive in a sustainable, environmentally-conscious way.

### e2 Business

e2 stands for economically and environmentally sustainable. The e2 Business program is an innovative tool that provides local business the knowledge and support to implement a sustainable business model. Through instituting sound and environmentally-friendly business practices it is possible to increase the efficiency and cost effectiveness of your business with the following added benefits:



- Ability to attract new customers and increase customer loyalty
- Free advertising purchased through grants and other funding sources of the Salt Lake City Green program
- Earned media
- Reduced advertising costs in the City Weekly, Catalyst Magazine, and the new ReDirect Guide
- Free consultation with Salt Lake City staff experts
- Use of the e2 brand
- The knowledge that your business is contributing in a positive way to the environment and community.

For a list of e2 businesses or to obtain an application for your business, visit <http://www.slccgreen.com/e2bus.htm>.

## High Performance Building

Salt Lake City requires that all city-owned and operated buildings meet the “silver” level efficiency standards set forth by Leadership in Energy and Environmental Design (LEED). By exceeding the standards of “certified,” Salt Lake City sets an example for responsible city management that reduces negative environmental impacts, and through decreased operating costs, saves taxpayer money. The LEED High Performance Building Ordinance requires all new construction or major renovation projects take into account environmentally friendly, energy efficient standards. In addition, any development projects that apply for and received Salt Lake City funding assistance must meet at least the LEED “certified” standard. By taking these steps, Salt Lake City has become an internationally recognized green city.

## Business Support Organizations

### American Express Center for Community Development

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A leader in developing and administering Community Reinvestments Act programs in the form of community development loans, grants, and services such as conferences and workshops.

American Express Center for Community Development

Mail Code 02-01-48

4315 South 2700 West

Salt Lake City, Utah 84184

(801) 945-6587

### Bureau of Economic and Business Research

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Conducts research related to Utah’s economy, resources, and potential for expansion with emphasis on employment, income, and demographics.

David Eccles School of Business, University of Utah

1645 East Campus Center Drive, Room 401

Salt Lake City, Utah 84112

(801) 581-6333

<http://www.business.utah.edu/bebr>

### Economic Development Corporation of Utah (EDCUTAH)

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A unified, well-funded, and professionally managed public/private partnership for economic development that promotes Salt Lake City and the State of Utah.

201 South Main Street, Suite 2150

Salt Lake City, Utah 84111

(801) 328-8824

<http://www.edcutah.org>

## Miller Business Innovation Center

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An incubator program that provides new and young businesses space, infrastructure, and other entrepreneurial resources necessary to accelerate the growth of the business.

9750 South 300 West  
Sandy, Utah 84070  
(801) 957-5579  
<http://www.slcc.edu/mbrc>

## Pete Suazo Business Center

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Provides assistance for existing and potential minority entrepreneurs to succeed and build wealth.

960 West 1700 South  
Salt Lake City, Utah 84104  
(801) 521-1709  
<http://www.petesuazocenter.org>

## Salt Lake Small Business Development Center

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Dedicated to helping small business achieve their goals of successful start-up, growth, innovation, increased productivity, management improvement, and success.

9750 South 300 West  
Sandy, Utah 84070  
(801) 957-4654  
<http://www.saltlakesbdc.com>

## Service Corps of Retired Executives (SCORE)

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Provides entrepreneurs with free, confidential, face-to-face, email and business counseling.

310 South Main Street  
Salt Lake City, Utah 84101  
(801) 746-2269  
<http://www.score.org>

## U.S. Small Business Administration

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The U.S. Small Business Administration (SBA) was created as an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation.

Utah District Office  
125 South State Street, Room 2227  
Salt Lake City, Utah 84138  
(801) 524-3209  
<http://www.sba.gov/ut/index.html>

## Wayne Brown Institute

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Provides business owners education and resources to create new technology-based businesses.

175 West 200 South, Suite 4002  
Salt Lake City, Utah 84110  
(801) 595-1141  
<http://www.venturecapital.org>

## Women's Business Center

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Aids the success of women business owners by providing training, networking opportunities, and technical services.

231 East 400 South, Suite 350  
Salt Lake City, Utah 84111  
(801) 359-8509  
<http://www.saltlakechamber.org/aboutus/affiliates/wbc/>

# Salt Lake City Government Organizations

## Arts Council

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Serves thousands of Salt Lake City residents of all ages and backgrounds, providing high quality art experiences in a range of settings and venues.

54 Finch Lane  
Salt Lake City, Utah 84102  
(801) 596-5000  
<http://www.slcgov.com/arts/>

## Business Licensing

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The Business License Division grants and renews business licenses for large and small businesses located in the incorporated Salt Lake City area.

451 South State Street, Room 225  
Salt Lake City, Utah 84111  
(801) 535-6644  
<http://www.slcgov.com/CED/business/>

## Building Permits

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Serves the community by providing a wide range of services including building and site plan reviews, zoning information, zoning maps, access to the City's Zoning Ordinance as well as building, plumbing, electrical and mechanical permits.

451 South State Street, Room 215  
Salt Lake City, Utah 84111  
(801) 535-7752  
<http://www.sclgov.com/ced/buildzone/>

## Department of Community Development

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Provides leadership, policies, and programs that will promote strong, vibrant neighborhoods and communities and proactively encourage the positive and orderly growth and development of the City (Department includes: Building Services, Housing and Neighborhood Development, Arts Council, Planning and Zoning, and Transportation Division).

451 South State Street, Room 404

Salt Lake City, Utah 84111

(801) 535-6230

<http://www.slcced.com/>

## Department of Economic Development

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A catalyst and coordinator for programs and services to sustain, grown, and promote Salt Lake City's business community.

451 South State Street, Room 306

Salt Lake City, Utah 84111

(801) 535-7941

<http://www.slcced.com/mayor/ed/>

## Housing and Neighborhood Development (HAND)

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Offers housing programs including low interest housing rehabilitation loans, first time homebuyer programs, housing development gap financing for affordable and special needs projects, free property inspections, federal grant programs, and neighborhood matching grants.

451 South State Street, Room 406

Salt Lake City, Utah 84111

(801) 535-7902

<http://www.slcced.com/CED/hand/>

## Office of Diversity

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The Mayor's Office of Diversity serves residents of Salt Lake City's diverse communities. These include but are not limited to: Asian, Black, Hispanic/Latino, Native American, and Pacific Island populations. It also includes refugees from around the world, women, members of various religions and persons with diverse lifestyles.

451 South State Street, Room 306

Salt Lake City, Utah 84111

(801) 535-7734

<http://www.slcced.com>

## Planning and Zoning Enforcement

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Evaluates zoning and zoning map amendment requests; prepares the City's master plans and small area plans and updates; enforces the zoning ordinances; recommends action on requests for conditional use permits; participates in the review of site plans; and administers the subdivision and zoning ordinances.

451 South State Street, Room 406

Salt Lake City, Utah 84111

(801) 535-7757

<http://www.slcgov.com/CED/planning/>

## Redevelopment Agency of Salt Lake City

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Encourages economic development in blighted areas of Salt Lake City.

451 South State Street, Room 418

Salt Lake City, Utah 84111

(801) 535-7240

<http://www.slcrda.com>

## Transportation Division

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The mission of the Transportation Division is to provide a safe and efficient multi-modal transportation system for the movement of people and goods and for the vitality of the community.

349 South 200 East, Suite 450

Salt Lake City, Utah 84111

(801) 535-6630

<http://www.slcgov.com/transportation/>

## Chambers of Commerce and Business Associations

### Brazilian American Chamber of Commerce

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Building stronger trade and business ties between Brazil and the United States.

175 East 400 South, Suite 600

Salt Lake City, UT 84111

(801) 671-2135

[mkarabachian@hotmail.com](mailto:mkarabachian@hotmail.com)

<http://www.brazilcham.com>

### Downtown Alliance

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A non-profit organization created to foster business, community and culture in Salt Lake City's Central Business District (CBD).

175 East 400 South, Suite 600

Salt Lake City, Utah 84111

(801) 359-5118

<http://www.downtownslc.org>

## **Downtown Merchants Association**

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Provides local merchants with an independent voice in downtown community affairs.  
#9 Exchange Place, 9th Floor  
Salt Lake City, Utah 84111  
(801) 355-5430

## **Latin America Chamber of Commerce**

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Foster growth of Latino/Hispanic owned businesses to promote a prosperous and economically healthy Latino/Hispanic community.  
5600 South Redwood Road  
Taylorsville, UT 84123  
(801) 548-4236  
<http://www.lacc-ut.org>

## **Local First Utah**

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Non-profit organization dedicated to strengthening communities and local economies by promoting, preserving, and protecting local, independently-owned businesses throughout Utah.  
P.O. Box 576  
Salt Lake City, Utah 84110  
(801) 456-1456  
<http://www.localfirst.org/>

## **Pacific Islander Chamber of Commerce**

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Promote Pacific Islander-owned businesses to advance welfare and prosperity of Pacific Islander residents of Utah.  
313 East 900 South  
Salt Lake City, UT 84111  
(801) 721-7026  
<http://www.pacificislanderchamber.org>

## **Salt Lake Area Chamber of Commerce**

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The Chamber is a business associate and volunteer organization supported by 2,000 member firms.  
175 East 400 South, Suite 600  
Salt Lake City, Utah 84111  
(801) 364-3631  
<http://www.saltlakechamber.org/>

## **Utah Asian Chamber of Commerce**

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Foster growth of Asian business and professionals to promote a prosperous and economically healthy Asian community.  
(801) 347-1658

## Utah Black Chamber of Commerce

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Connecting Utah's Black-owned and traditional business communities to increase resource and abilities.  
1747 South 900 West  
Salt Lake City, UT 84104  
(801) 973-7932  
<http://www.utahblackchamber.org>

## Utah Hispanic Chamber of Commerce

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Connecting the Hispanic/Latino and traditional business communities to increase resources and abilities.  
1635 South Redwood Road  
Salt Lake City, Utah 84104  
(801) 532-3308  
<http://www.utahhcc.com>

## Vest Pocket Business Coalition

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A group of locally-owned and managed independent businesses that works to preserve Salt Lake's unique characteristics.  
P.O. Box 521357  
Salt Lake City, Utah 84152-1357  
(801) 596-8977  
<http://www.vestpocket.org>

# Online Resources

## Utah Business Resource Network

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Offers information on how to start, run and close a business.  
<http://business.utah.gov/business/>

## Utah Small Business Development Center

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An organization dedicated to entrepreneurial education, advocacy, and business development statewide.  
<http://www.utahsbdc.org>

## Women's Business Center

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Provides entrepreneurial counseling to women at any state of business ownership.  
231 East 400 South, Suite 350  
Salt Lake City, UT 84111  
(801) 359-8701  
<http://www.saltlakechamber.org/aboutus/affiliates/wbc/>

# Educational Institutions

## Eagle Gate College

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405 South Main Street, Suite 130  
Salt Lake City, Utah 84111  
(800) 284-9020 (toll free)  
<http://www.eaglegatecollege.edu/>

## LDS Business College

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95 North 300 West  
Salt Lake City, Utah 84101  
(801) 524-8100  
<http://www.ldsbc.edu/>

## Salt Lake Community College

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4600 South Redwood Road  
Salt Lake City, Utah 84123  
(801) 957-4111  
<http://www.slcc.edu/>

### **South City Campus**

1575 South State Street  
Salt Lake City, UT 84115  
(801) 957-3413  
<http://www.slcc.edu/>

## University of Utah

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201 South President's Circle  
Room 201  
Salt Lake City, Utah 84105  
(801) 581-7200  
<http://www.utah.edu>

## Westminster College

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1840 South 1300 East  
Salt Lake City, Utah 84105  
(801) 484-7651  
<http://www.westminstercollege.edu>

## Import/Export

### U.S. Customs

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776 North Terminal Drive  
Salt Lake City, Utah 84116  
(801) 524-3445 x247  
<http://www.cbp.gov>

### International Trade Administration

#### U.S. Department of Commerce (ITA)

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ITA provides assistance with international business, locating, screening, and motivating foreign representatives.  
324 South State Street, Suite 221  
Salt Lake City, Utah 84111  
(800) 872-8723 (toll free)  
<http://www.ita.doc.gov>  
<http://www.buyusa.gov/utah>

### U.S. Patent and Trademark Office

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(800) 786-9199 (toll free)  
<http://www.uspto.gov/>

## Information Sources

### Salt Lake City Library

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Salt Lake City has six locations including the newly constructed Main Library. The new Main Library embodies the idea that a library is more than a repository of books and computers – it reflects and engages the city's imagination and aspirations. The library also offers meeting rooms, art exhibits, and computer access.  
210 East 400 South  
Salt Lake City, Utah 84111  
(801) 524-8200  
<http://www.slclpl.lib.ut.us>

## Public Safety

### Police Department

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Public Safety Complex  
315 East 200 South  
Salt Lake City, Utah 84111  
(801) 799-3000  
<http://www.slcgov.com/police>

### Fire Department

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Public Safety Complex  
315 East 200 South  
Salt Lake City, Utah 84111  
(801) 799-FIRE (799-3473)  
<http://www.slcgov.com/fire>

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## Utilities

### Salt Lake City Streets and Sanitation Office

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(801) 535-6999

<http://www.slcgov.com/publicservices/Streets/garbage.htm>

### Questar Corporation

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180 East 100 South

P.O. Box 45433

Salt Lake City, UT 84145-0433

(801) 324-5000

<http://www.questar.com/>

### Rocky Mountain Power

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General mailing address:

825 NE Multnomah

Portland, OR 97232

**Send your bill to:**

1033 NE 6th Ave.

Portland, OR 97256-0001

1-888-221-7070

<http://www.utahpower.net>

### Salt Lake City Department of Public Utilities

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1530 South West Temple

Salt Lake City, Utah 84115

(801) 483-6900

<http://www.slcgov.com/utilities/>

## Salt Lake City Corporation Departments Area Code (801)

Airport .....	575-2408
Arts Council .....	596-5000
Business Licensing.....	535-6644
City Attorney .....	535-7788
City Council Office .....	535-7600
City Events Office .....	535-7780
Community Affairs .....	535-6333
Community Development .....	535-6230
Economic Development .....	535-7941
Fire .....	799-4181
Housing and Neighborhood Development .....	535-7902
Library / Main Branch .....	524-8200
Management Services .....	535-6426
Mayor's Office .....	535-7704
Building Permits.....	535-7752
Planning and Zoning Enforcement Division .....	535-7757
Police .....	799-3800
Public Services.....	535-7922
Redevelopment Agency .....	535-7240
Transportation.....	535-6630
Public Utilities .....	483-6770
Youth Programs.....	535-7712
Salt Lake City Website: .....	<a href="http://www.slcgov.com">www.slcgov.com</a>

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*Salt Lake City was named a New American Dream Town in an article entitled, "Where to Live Now—18 Perfect Towns that have it all," The city was noted as "hip, smart and packed with adventure."*

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A Guide to  
Doing Business  
in Salt Lake City



Salt Lake City Department of Economic Development  
451 South State Street, Room 306  
Salt Lake City, Utah 84111  
(801) 535-7941  
[www.slcgov.com/mayor/ed/](http://www.slcgov.com/mayor/ed/)