

Simple Business License / Home Occupation Checklist

Applies to office work only: Ex: Computer work, invoicing, accounting, crafts, etc. No employees /clients in or out of the home that would alert the neighbors or have a visual impact on the neighborhood. Also includes mobile business that performs work and related services in other locations: Handyman, cleaning services, consulting, plumbing, etc.

1. **State Business Registration.** Apply with the Utah Department of Commerce for a business name registration. To apply, [click here](#). Fee required. You will receive a seven digit dash four digit registration number from the State. Bring a hard copy of that registration to Hyde Park City for proof.
2. **Hyde Park City Business License.** Apply for a Hyde Park City business license, which is available online at hydepark.utahlinks.org [Click Here](#) or Hyde Park City Hall at 113 East Center, Hyde Park, Utah 84318. A \$20.00 application fee is required. The \$25.00 annual fee is waived for this type of business with the completion of the fee waiver form [click here](#).
3. **Planning & Zoning Commission Approval.** Obtain signature of clearance from the Hyde Park City Planning & Zoning Department. The clerk will obtain the signature.
4. **The license will be processed by the clerk and will be sent to you in the mail.**

Your business license will be issued only after all fees / waivers are submitted and signatures obtained.