

# In-Home Daycare Business License Checklist

1. **Conditional Use Permit.** Apply for a [Conditional Use Permit](#) from the Hyde Park City Planning Department. They have a packet and a checklist of requirements. One-time application fee required.
2. **State Certificate of Child Care Licensing.** Contact the Utah Department of Health's [Child Care Licensing Division](#) for classes and information at 801-273-6617.
3. **State Business Registration.** Apply with the Utah Department of Commerce for business name registration. To apply, [click here](#). Fee required. They will issue you a seven-digit dash 4-digit registration number. Put this number on your Hyde Park City business license application form, on the space provided.
4. **Bear River Health Inspection.** Required *if* food is being served. Fee required. Call 435-792-6500 to request an inspection.
5. **Hyde Park City Business License.** Apply for a Hyde Park City business license which is available online at [Hydepark.utahlinks.org](http://Hydepark.utahlinks.org) [Click Here](#) or at Hyde Park City Hall at 113 East Center, Hyde Park, Utah. A \$20.00 application fee plus a \$25.00 annual business license fee is required.
6. **Hyde Park City building inspection.** \$47 fee required. The Building Department will order the inspection. Contact them to set up an appointment at 435-563-6507 Ext 25.
7. **Fire Department Inspection.** No fee required. Business license clerk will order this inspection.
8. **The business license will be processed by the clerk and sent to you in the mail**

**Your business license will be issued only after all fees are paid and all final inspections are complete.**

\*Daycare is providing care and supervision for 3 or more children under age 14 for more than 4 hours per day. Only exclusion is given to children in homes of legal guardians, grandparents, brothers, sisters, uncles or aunts.