

# **STARTING A NEW BUSINESS IN MORGAN CITY**

We would like to help make sure your business experience in Morgan City is a successful one!



## **Basic Guideline & Checklist:**

- ✓ Check to see if your business is an allowed use in the zone that you have chosen prior to leasing or purchasing.
  - Morgan City website: [www.morgancityut.org/zoning-maps/](http://www.morgancityut.org/zoning-maps/)
    - **Codes:** 10-18-16: COMMERCIAL/MANUFACTURING LAND USE CLASSIFICATIONS; TABLE 4-2.
    - Planning and Zoning Department – Teresa Shope (801) 829-3461 ext.1
  
- ✓ Contact the Morgan City Building inspector to ensure the building is in compliance with the desired business to be conducted. Mark Schmid (801) 791-5937
  - Not every building is suited for every use. Changing the use of a building often triggers code issues (sometimes costly) that need to be discussed and understood, prior to purchasing or leasing. We want to make sure that you save time and money.
  - If any remodeling is to be done, a building permit must be issued.
  
- ✓ If your business is located in the historic district, including Commercial Street, please review the historic overlay document prior to any proposed work on the façade or signage.
  - Historic Committee - Teresa Shope (801) 829-3461 Ext. 1
  - Assistance and tax credits might be available. Contact Shayla Hurlbut for more information at (801) 564-4701
  
- ✓ Fill out your business license application and pay the required fee.
  - For assistance, contact the Licensing Official- Stephanie Roos (801) 829-3461 Ext. 2
  
- ✓ If you choose to have a business operating in your home, please fill out a home occupation application pay the processing fee and receive an approval by the Planning Commission.
  
- ✓ We encourage you to visit **NORTHFRONT** Business Resource Center at 318 E. 300 N. in Morgan. (801-593-2290) They will help connect you with the services and resources needed to start, manage and expand your business.



Thank you for your interest in basing your business here in Morgan City. Please do not hesitate to contact our staff regarding any questions you need answered.

**Staff Contact Info:**

- Teresa Shope** Deputy Treasurer/Planning & Zoning  
(801) 829-3461 Ext. 1 [teresas@qwestoffice.net](mailto:teresas@qwestoffice.net)
- Stephanie Roos** Deputy Recorder/Business Licensing/Utility Billing  
(801) 829-3461 Ext. 2 [sroos@qwestoffice.net](mailto:sroos@qwestoffice.net)
- Mark Schmid** Building Inspector  
(801) 791-5937 [mschmid@qwestoffice.net](mailto:mschmid@qwestoffice.net)
- Shayla Hurlbut** Community & Economic Development Director  
(801) 564-4701 [shurbut@questoffice.net](mailto:shurbut@questoffice.net)

***Morgan City Corporation - 90 W. Young Street - PO Box 1085, Morgan, UT 84050***  
***(801) 829-3461 - [www.morgancityut.org](http://www.morgancityut.org)***

