

EAGLE MOUNTAIN CITY BUSINESS DEVELOPMENT GUIDE

Opening a Business in an Existing Space



Who this Guide is for: Current or future business owners seeking to understand how to do business in Eagle Mountain City with the intent to lease or buy an already built space.

STEP BY STEP

If you're considering opening a commercial business in Eagle Mountain, you can expect the following steps. Note that every situation is unique and some steps may not be applicable, or may take longer than average. Consult with City Economic Development Director for any specific needs or questions.

- 1 Market Analysis**
Evaluate if your business can do well in this market. Is there demand, or competition?
- 2 Obtain Financing**
Consult with and seek approval from a financial institution or find investors in your business.
- 3 Licensing & Taxes**
License your business with the State of Utah and obtain a Federal EIN.
- 4 Site Selection**
Identify a site to lease. Consult with the Economic Development Director as needed.
- 5 Lease/LOI**
Submit letter of intent and negotiate lease with property owner.
- 6 Architectural Work**
Work with experts to get a design for the space and obtain construction documents.
- 7 Building Permit**
Complete a Building Permit Application. Pay required fees and make changes as required.
- 8 Local Licensing**
Obtain an Eagle Mountain City Business License. Ensure compliance with local zoning and other codes.
- 9 Obtain Insurance**
Work with a broker to procure insurance appropriate for your business.
- 10 Marketing Plan**
Develop a plan for advertising your business, generating leads, and growing your business.
- 11 Construction**
Work with a licensed and insured contractor to construct approved improvements.
- 12 Hiring Employees**
Determine the appropriate team size needed and begin recruitment and training.
- 13 Inspections**
Complete all necessary city inspections as the building is constructed.
- 14 Setup Utilities**
Setup all utilities needed including water, sewer, power, gas, communications.
- 15 Chamber of Commerce**
Consider a Chamber membership for long-term support and a ribbon cutting.
- 16 Certificate of Occupancy**
Obtain your CofO to open your business to the public.



WHO'S WHO?

Confused about who you should be talking to? The roles below give a basic outline of who you might need to know.

Property Owner:

Legal owner of a property and ultimately decides when to sell or develop a given property.

Developer:

Develop the vision and design of property for development, obtain necessary approvals and financing for projects, and so forth. They may be the property owner or contracted by a property owner.

Broker:

Help make connections between property developers and future tenants or property owners within a development project.

Landlord:

Manages leased properties.

Tenant:

Business leasing space from a Landlord or Property Owner.

City Council:

City governing body responsible for approving site plans and other aspects of property development.

Planning Commission:

Advisory body to the City Council. Conducts initial reviews prior to providing recommendations to City Council.

City Staff:

You will work with various staff members of the City to complete inspections, permits, zoning requests, and so forth. City staff are happy to consult with you as needed.

Insurance Broker:

Your business will need separate and sufficient insurance. A broker can help you identify the best options.

Attorney:

Every business should connect with an attorney to ensure all legal needs are taken care of before issues arise.

State of Utah:

Requires licensing of all businesses, establishes various building and development codes, and requires certain taxes to be paid.

Utah County:

Provides property assessing, local property tax information, and so forth. Handles special permits such as food handling.

Federal Government:

Businesses must register for an Employer Identification Number or EIN, and pay federal taxes as required. There may also be federal regulations related to the nature of the business.

NEED HELP?

Contact these city departments with any questions you have.

Econ. Develop.

For market or site info, business growth, workforce, and more.

Planning

For site design, help with approvals, and more.

Building

For permit questions, inspections, and more.