WEBER FIRE DISTRICT

FIRE AND LIFE SAFETY INSPECTION PROGRAM

BUSINESS LICENSE WORKFLOW

NEW APPLICATIONS AND ANNUAL RENEWALS

If your business is located within Weber Fire District's service area, you must complete the following steps before a city or county can issue or renew your business license.

1 SUBMIT APPLICATION



Go to the Weber Fire District City Inspect portal and submit a Fire and Life Safety Inspection application.

CITY INSPECT PORTAL

utah.cityinspect.com/register?registration_id=Yd6K60tXst

2 PAY INSPECTION FEE



Pay the applicable fire and life safety inspection fee through the City Inspect portal.

3 OBTAIN RECEIPT



Save or print your payment receipt. This is proof that the fire inspection fee has been paid.

4 TAKE RECEIPT TO YOUR CITY/COUNTY



Provide the payment receipt to your city or county when submitting your new or renewal business license application.

5 COMPLETE REQUIREMENTS



For new licenses:

- Fee receipt required.
- Inspection will be scheduled and completed.

For annual renewals:

- Fee receipt AND a passing inspection from the previous calendar year are required.

NEW BUSINESS LICENSE

- Submit application in City Inspect.
- Pay the applicable inspection fee.
- Provide the payment receipt to your city or county.
- Initial fire and life safety inspection will be scheduled and completed.

ANNUAL RENEWAL

- Submit application in City Inspect.
- Pay the applicable inspection fee.
- Provide the payment receipt to your city or county.
- Provide a passing fire and life safety inspection from the previous calendar year.

Example: To renew your business license for 2028, you must provide proof of a passing inspection completed during calendar year 2027.

HOME-BASED BUSINESSES

No Customers at Residence

- May only be required to complete a self-inspection form.
- Pay a **$25 fee** in lieu of a physical inspection.
- Follow the City Inspect application process.

Customers at Residence

- Must pay the full inspection fee.
- A physical fire and life safety inspection will be completed.
- Follow the City Inspect application process.

REQUIREMENTS SUMMARY

- Apply through the Weber Fire District City Inspect portal.
- Pay the applicable fire and life safety inspection fee.
- Provide the payment receipt to your city or county.
- For renewals, provide a passing inspection from the previous calendar year.
- Home-based businesses without customers may be eligible for a **$25** self-inspection fee in lieu of a physical inspection.

LICENSING AUTHORITY

- Weber Fire District conducts fire and life safety inspections and collects inspection fees.
- The respective city or county retains sole authority to approve, deny, issue, or renew business licenses under its applicable ordinances.
- A business license application without the required documentation may be considered incomplete.
- Questions regarding business licensing requirements should be directed to your city or county.

OUR WEBSITE
www.weberfiredistrict.com
Visit our website for program information, forms, and resources.

QUESTIONS?
(801) 782-3580
www.weberfiredistrict.com

SERVICE AREA
Applies to businesses located within Weber Fire District's service area.
Contact your city or county for specific licensing questions.