

**SALT LAKE CITY DEPARTMENT OF AIRPORTS
GROUND TRANSPORTATION
NEW COMPANY CHECKLIST**



For those wishing to establish themselves as a Ground Transportation Business to provide transportation services in Salt Lake City and/or at the Airport must complete all the following items:

<input type="checkbox"/> State Registration	Your company name must first be registered with the Utah State Department of Commerce. Their office is located at: 160 E Broadway, Salt Lake City UT 84111.
<input type="checkbox"/> Business License	Secure a Salt Lake City Business License as required by Salt Lake City Code 5.71.050. Their office is in the Salt Lake City/County Building 451 South State St. Salt Lake City, UT 84114.
<input type="checkbox"/> Read City Ordinances	Read and become familiar with all Ground Transportation Ordinances as contained in Salt Lake City Codes 5.71, 16.60 & 16.64 as well as the Salt Lake City Airport Ground Transportation Rules and Regulations. Links to these can be found on our website: slairport.com/ground-transportation
<input type="checkbox"/> Apply for Airport Badge	Visit https://slairport.com/ground-transportation/get-a-badge/ and follow instructions on how to obtain an Airport Operators Badge. This process can take up to 2-weeks. The Badging Office is location can be found here: https://slairport.com/ground-transportation/maps/ .
<input type="checkbox"/> Register with Ground Transportation Office	To register your company with the Ground Transportation Office, and have your vehicles inspected for operation, the following will be required: <ul style="list-style-type: none"> <input type="checkbox"/> A completed Ground Transportation Registration Form (enclosed) <input type="checkbox"/> A copy of your Salt Lake City Business License <input type="checkbox"/> Proof of a current Utah State Safety Inspection for each vehicle <input type="checkbox"/> Certificate of Insurance (ACORD Form) (see enclosed Insurance Checklist). <p>*Please note that insurance documents must be sent to our office by your insurance agent. We cannot accept those documents from you.</p>

If you have any questions throughout this process, please contact the Ground Transportation Office by email at: slairportgt@slc.gov, by phone at 801-908-7204/7205, or by fax at 801-908-7220.