

**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 of the following items:**

|                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <input type="checkbox"/><br><b>State Registration</b>                         | 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"/><br><b>Business License</b>                           | 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"/><br><b>Read City Ordinances</b>                       | 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: <a href="http://slairport.com/ground-transportation">slairport.com/ground-transportation</a>                                                                                                                                                                                                                                                                                                                                                                                             |
| <input type="checkbox"/><br><b>Register with Ground Transportation Office</b> | <p>To register your company with the Ground Transportation Office, and have your vehicles inspected for operation, the following will be required:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A completed Ground Transportation Registration Form (enclosed)</li> <li><input type="checkbox"/> A copy of your Salt Lake City Business License</li> <li><input type="checkbox"/> Proof of a current Utah State Safety Inspection for each vehicle</li> <li><input type="checkbox"/> Certificate of Insurance (ACORD Form) (see enclosed Insurance Checklist).</li> </ul> <p><b>*Please note that insurance documents must be sent to our office by your insurance agent. We cannot accept those documents from you.</b></p> |

Each operator in your company will also be required to acquire and maintain an Airport Ground Transportation Operators Badge. Please see the enclosed information on badging requirements.

If you have any questions throughout this process, please contact the Ground Transportation Office by email at: [slairportgt@slcgov.com](mailto:slairportgt@slcgov.com), by phone at 801-908-7204/7205, or by fax at 801-908-7220.