



**DEPARTMENT OF COMMUNITY
DEVELOPMENT**
BUSINESS LICENSING DIVISION
290 North 100 West, Logan, UT 84321
P: (435) 716-9006 F: (435) 716-9001
www.loganutah.gov
businesslicense@loganutah.gov

CATEGORY (Office Use):
☐ Commercial Level 1
☐ Commercial Level 2
☐ Commercial - Secondary
☐ Independent Contractor
☐ Other _____

TYPE:
☐ New Application
☐ Application Amendment
☐ Location
☐ Name/Ownership
☐ Business Description

BUSINESS LICENSE APPLICATION

For businesses with a permanent physical location in Logan City limits

License No.: _____

Date Received: _____

SECTION I: BUSINESS INFORMATION

Business Name*: _____

DBA (Doing Business As)*: _____

*Register Business Name at corporations.utah.gov (Business Name must be registered or current unless using a personal name.)

Business Address: _____
Street City State Zip

Mailing Address: _____
Street City State Zip

Business Phone#*: _____

*Public Information

Business Email: _____

Website: _____

Utah State Tax Commission Sales Tax Number*: _____

*Apply at tax.utah.gov (New Business, Change Business location, or add additional Business Location) Logan City Location Code 03038
State and/or Federal Regulatory License(s) (**This is NOT the FEIN number**)

License 1: _____ License 2: _____

*This is a DOPL #, Bar #, Real Estate #, or any other professional licensing (Please include agency name and number)

NAICS Code (<https://www.naics.com/search/>): _____

SECTION II: BUSINESS DESCRIPTION

Commercial

Is this a secondary use at this location?

☐ Yes, in _____ ☐ No

Sq. ft. of bus. Location: _____

Building/plaza name: _____

Employees FT _____ PT _____

Total parking stalls for business: _____

Total parking stalls for building: _____

Hours of operation: _____

Type of Operation (mark all that apply)

- ☐ Sales/service: Customers typically come on-site
☐ Sales/service: Customers rarely come on-site
☐ Business is primarily conducted off-site
☐ Fresh food service/preparation
☐ Manufacturing
☐ Accommodations/Event Center
☐ Other: _____

Business Checklist

This business includes (Check items that apply):

- ☐ Construction/change of a sign (Separate Sign Permit required)
☐ Door-to-door solicitation
☐ Use of City right-of-way (sidewalks)
☐ Live entertainment on-site
☐ Firework sales on-site
☐ Vending machines on-site
☐ On-site secondary business
☐ On-site events (community party, parking lot/sidewalk sales)
☐ Hazardous materials use and storage
☐ Used merchandise transactions
☐ Change to existing garbage service
☐ Electrical, plumbing, structural, or mechanical changes to the site
☐ Discharge(s) that go somewhere other than directly into the sanitary sewer system? (Contact Public Works at 435-716-9153)

Privacy Notice:		SECTION III: BUSINESS DESCRIPTION (ADD ADDENDUM IF MORE SPACE IS REQUIRED)						
Information provided may be private subject to Utah law.  Privacy Notice bit.ly/LoganUtahPrivacy								
SECTION IV: OWNERSHIP & CONTACTS (PLEASE NOTE: EVERY APPLICATION MUST HAVE AT LEAST ONE APPLICATION CONTACT AND ON EMERGENCY CONTACT)								
Contact Name: _____ Home Address: _____ Street City State Zip Phone 1: _____ Email: _____ Date of Birth: _____ Driver Lic. # _____ (ST _____) or Passport # _____					Contact Role(s) mark all that apply: ☐ Application contact ☐ Ownership ☐ Agent ☐ Local Manager ☐ Emergency contact ☐ Licensing Rep. ☐ Other Officer or Employee			
Contact Name: _____ Home Address: _____ Street City State Zip Phone 1: _____ Email: _____ Date of Birth: _____ Driver Lic. # _____ (ST _____) or Passport # _____					Contact Role(s) mark all that apply: ☐ Application contact ☐ Ownership ☐ Agent ☐ Local Manager ☐ Emergency contact ☐ Licensing Rep. ☐ Other Officer or Employee			
SECTION V: AMENDMENT (FILL IN APPLICABLE INFORMATION)								
Previous Business Name: _____ Previous Business Location: _____								
SECTION VI: NOTIFICATIONS AND VERIFICATION OF AUTHORITY								
Mandatory review process - <u>This application does not constitute a business license.</u> All applications are subject to the review process mandated by Title 5 of the Municipal Code. Incomplete applications will not be processed. Decisions on applications will take 15 business days (minimum), and are made based on: - the information provided on the application materials, and - reviews inspections performed, as required. Additional Requirements - Under the Municipal Code, additional Business License application requirements are necessitated for some business types. Denial of License - Application denial or subsequent license suspension or revocation are most often the result of: - an inaccurate or incomplete application, or failure to update information with the division, and/or - non-compliance with the Municipal Code, Land Development Code, and/or applicable building, fire, and environmental codes. Other regulatory bodies - It is the applicant's responsibility to determine and comply with any requirements from other regulatory agencies. Signage - Permanent signage requires a separate Sign Permit application, which is administered by the Division of Planning and Zoning (435-716-9036). Building alterations - All alterations to buildings or spaces, including electrical, plumbing, and mechanical alterations, require a separate building permit and compliance inspection as established by Logan Municipal Code. Building permits are administered by the Division of Building and Safety (435-716-9030). Officer background checks - The application process may include a Logan Police local background check for each business principal or officer.								
I affirm that: (i) I am an authorized agent of the parent entity over the event or business for which application is being made, and (ii) the information on this form and on all application materials is both complete and accurate to the best of my knowledge.								
Signature _____		Print Name _____			Date _____			
Application Fees:	Commercial Level 1 – Less than 10,000 sf: \$150 Level 2 – 10,000 sf or more: \$250	Alcohol Consent (Includes Bus. License): \$300	Minor *Commercial secondary, independent contractor: \$75	Fire Administrative Fee: \$75	Amendment/Transfer:	Changes to a like category C1 to C1 C2 to C2 M1 to M1 \$20	Changes to a lower category C2 to C1 C2 to M1 C1 to M1 \$20	Changes to a higher category C1 to C2: \$120 M1 to C1: \$95 M1 to C2: \$195

