



### Section III: Business Description

### Section IV: Ownership & Contacts (Application must have at least one application contact and one emergency contact)

<b>Contact Name:</b> _____ <b>Home Address:</b> _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Street</span> <span>City</span> <span>State</span> <span>Zip</span> </div> Phone 1: _____ Phone 2: _____ Date of Birth: _____ Driver Lic. # _____ (ST____) or Passport # _____	<b>Contact Role(s) mark all that apply:</b> <input type="checkbox"/> Application contact <input type="checkbox"/> Ownership <input type="checkbox"/> Agent <input type="checkbox"/> Local Manager <input type="checkbox"/> Emergency contact <input type="checkbox"/> Licensing Rep. <input type="checkbox"/> Other Officer or Employee
<b>Contact Name:</b> _____ <b>Home Address:</b> _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Street</span> <span>City</span> <span>State</span> <span>Zip</span> </div> Phone 1: _____ Phone 2: _____ Date of Birth: _____ Driver Lic. # _____ (ST____) or Passport # _____	<b>Contact Role(s) mark all that apply:</b> <input type="checkbox"/> Application contact <input type="checkbox"/> Ownership <input type="checkbox"/> Agent <input type="checkbox"/> Local Manager <input type="checkbox"/> Emergency contact <input type="checkbox"/> Licensing Rep. <input type="checkbox"/> Other Officer or Employee

### Section V: Notifications and Verification of Authority

1. **Mandatory review process** - This application does not constitute a business license. 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:
  - (i) the information provided on the application materials, and
  - (ii) reviews inspections performed, as required.
2. **Additional Requirements** - Under the Municipal Code, additional Business License application requirements are necessitated for some business types.
3. **Denial of License** - Application denial or subsequent license suspension or revocation are most often the result of:
  - (i) an inaccurate or incomplete application, or failure to update information with the division, and/or
  - (ii) non-compliance with the Municipal Code, Land Development Code, and/or applicable building, fire, and environmental codes.
4. **Other regulatory bodies** - It is the applicant's responsibility to determine and comply with any requirements from other regulatory agencies.
5. **Signage** - Permanent signage requires a separate Sign Permit application, which is administered by the Division of Planning and Zoning (435-716-9023).
6. **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).
7. **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 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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Application Fee - Primary: \$75**