

INTRODUCTION TO
**TEMPORARY AND LONG TERM
BUSINESSES**
IN THE CITY OF LOGAN



**City of Logan
Business Licensing**
a Division of the
Community Development Department

435-716-9230 office
435-716-9001 fax

TEMPORARY AND LONG TERM BUSINESSES

Business License Required

All temporary and long term businesses require a business license

- * for each location;
- * each time it occurs; and
- * prior to the business opening.

Temporary Business: Conducts business for no more than 10 days. The license will expire 10 days from the date it is issued.

Long Term Business: Conducts business for no more than 120 days. The license will expire 120 days from the date it is issued.

15 Days Notice

Don't wait to make application! Several City departments are involved in the review process for temporary and long term businesses. Delays in the approval process are usually due to incomplete applications and related documentation.

Food Preparation & Sales

Please contact the Bear River Health Department (BRHD) with applicable food handling requirements. Logan City requires copies of both Food Establishment Permits and Food Handler Permits issued through BRHD before the business license can be granted. Learn more about certification and information regarding Food Handler Permits and other requirements for food vendors at www.brhd.org/ or by contacting Max Gyllenskog, Health Inspector, at 435-792-6573.

Conditions and Requirements

- *Merchandise may be displayed for sale or sold from 7:00 a.m. to 10:00 p.m.
- *All aspects of the business must be temporary in nature. No overnight parking or outdoor storage will be allowed.
- *Each applicant will provide two recent photographs of themselves.
- *Temporary or long term businesses will be limited to a period of no more than 120 consecutive days on any property or parcel of land in a 12 month period of time. No more than one temporary or long term business will be allowed on any one site or parcel of land within any 12 month period.
- * Any temporary or long term business proposing to operate on private property shall only be permitted in the Commercial, Commercial Services or Industrial zoning districts. Contact Planning and Zoning with specific zoning questions at 435-716-9023.

Signage

Sign code regulations for temporary signs are explained in the Logan Land Development Code at loganutah.org.

Parking Lot Use

Please consult the Land Development Code for complete regulations surrounding temporary and long-term sales in parking lots.

For Temporary and Long Term Business Sales

- * Examples include tent sales, sidewalk and parking lot sales;
- * May not occur for more than 120 consecutive days in a twelve month period of time;
- * The property owner and business licensee are jointly responsible for ensuring proper traffic flow and emergency vehicle accessibility; and,
- * There must be adequate parking without use of the public right-of-way.

Long-Term Vendors Located in Parking Lots

- * Examples include Christmas trees, fireworks, rock chip repair, snow cone sales, garden supplies;
- * In no case shall more than five percent of the subject property's required parking spaces be removed from general usage.

Temporary Vendors on Undeveloped Sites

The use of undeveloped sites for parking or sales by temporary vendors shall be prohibited. Vendors may utilize undeveloped portions of appropriately zoned properties provided that the property owner creates an approved right-of-way access, a paved surface for the area, parking needed by the vendor, and landscaping.

Fireworks

Fireworks sales regulations are explained in the "Introduction to Fireworks Sales" publication.

Alcohol

A valid Utah Department of Alcoholic Beverage Control (DABC) licensure is required for alcohol sales and/or service. Not all venues qualify for on-site alcohol consumption.

Please refer to www.alcbev.state.ut.us/ or call 801-977-6800 for additional information.

Amplified Sound

Any business proposing to use amplified sound with a decibel level exceeding 95, must first write a letter of request to the Mayor and receive approval.



APPLICATION REQUIREMENTS FOR A TEMPORARY OR LONG TERM BUSINESS LICENSE

Not all requirements are necessary for all temporary or long term businesses. Contact business licensing staff at 435-716-9230 to discuss your specific business licensing required documentation .

1. Temporary and long term business license application

Application sections which are not applicable should be so marked. Incomplete forms cannot be accepted.

2. Site map / layout

In most cases, business licensing staff can provide you an aerial photo for outdoor business locations. Providing your own aerial is also acceptable. Please include the following (as applicable):

- * location of all structures, signage, garbage receptacles
- * dimensions of structures & signage, and their proximity to other structures & accesses
- * street names
- * traffic flow, routes, staging areas
- * any City right-of-way, such as a roadway, sidewalk, or parkstrip, proposed for use

In the case of indoor businesses, provide a layout of the space being used.



3. Written consent for land use

This consent must include dates and contact information for the owner or their agent. The City will provide a form for this purpose upon request. Copies of lease or rental agreements are generally acceptable.

4. Written consent for toilet facilities use or alternate plan

- * Written consent from an adjacent business owner (within 300 feet) granting permission for use of their toilet facilities for staff and customers, or
- * description of how toilet accommodations will be provided for staff and customers, such as portable toilets. The City will provide a form for this purpose upon request.

5. Temporary Sales Tax Number (for Logan)

Businesses must have a sales tax number anytime they will be selling products in Logan. Also, if you are a temporary business organizer that has multiple vendors on site, you must arrange for a temporary sales tax number for each vendor.

Obtain information by contacting the State Tax Commission at www.tax.utah.gov/sales and/or at 801-626-3460. Temporary sales tax numbers can be obtained by contacting the State Tax Commission Special Events Unit at www.tax.utah.gov/sales/specialevents.html and/or 801-297-6303.

6. Proof of registration with the Utah Department of Commerce

Refer to publication "Introduction to Business Licensing". Information can also be obtained at www.corporations.utah.gov and/or 877-526-3994.

7. Proof of county, state or other regulatory permits

Refer to publication "Introduction to Business Licensing". Information can also be obtained by contacting the Utah Division of Occupational and Professional Licensing at www.dopl.utah.gov/licensing/ and/or 866-275-3675.

8. Garbage disposal requirements

Provide on the application, the site plan, or an attached page:

* a description of how garbage will be controlled at the site.

For assistance contact Jeff Spatig, Customer Service, at the Logan City Environmental Department at 435-716-9794 to discuss specific garbage handling needs and requirements.

9. Application for temporary power

If applicable, this application must be completed in person with the Division of Building Safety at City Hall. For inquiries contact Nicole Simpson, Building Safety, at 435-716-9030.

10. Proof of insurance

Insurance is required for any temporary or long term business if it is located on public property or if it is classified as a mobile food vendor. To determine insurance needs, contact Bryce McEuen, Risk Management, at 435-716-9006.

11. Proof of non-profit status

Provide evidence of non-profit status by providing a 501(c)(3) letter for the beneficiary, if applying for a fee waiver.

12. Vehicle, trailer, or food cart identification/inspection

Any temporary or long term business using a vehicle, food cart, or trailer for conducting business must submit photographs, dimensions, and vehicle make and model. Logan City will inspect the vehicle, trailer, or food cart. The applicant will also provide the vehicle:

* VIN, and

* proof of insurance, as applicable.

13. Pictures and description of structure(s) and signage Provide actual pictures or conceptual renderings, along with the dimensions, of all proposed structures and signage. This includes logos used on food carts, trailers, vehicles, etc. Also include a brief description, as applicable.

14. BCI background check and proof of identity

All applicants must provide proof of identity with either a current Driver's License, US Passport, or US Military ID. Applicants are also required to submit a BCI background check done within 180 days of the application date. For information on obtaining the BCI background check contact the Bureau of Criminal Identification at www.publicsafety.utah.gov/bci/yourcrimrecord.html and/or 801-965-4445.

15. Application fee

The fee is **\$75.00** per license per location. The fee is non-refundable and does not guarantee approval of a license to operate. Payment will not be accepted after 4:30 p.m. on business days.



Mobile Food Vendor

Mobile food vendors: Conduct business from a licensed and operable motor vehicle from which food or beverages are sold or offered for sale on a temporary basis.

Specific Conditions and Requirements for Mobile Food Vendors

- * The motor vehicle must have a clearly audible backup warning device that is activated whenever the vehicle is shifted into reverse gear. It also must have a flashing yellow beacon on the roof that is visible from all sides of the vehicle and is activated whenever merchandise is being sold, offered for sale, or displayed for sale.
- * Bear River Health Department must inspect and approve the vehicle on an annual basis.
- * The motor vehicle must be inspected by Logan City for safety, appearance, signage, and accessibility.
- * Food or beverages can only be sold, displayed, or offered for sale between the hours of 7:00 a.m. and 10:00 p.m.
- * Food or beverages can only be sold or offered for sale on streets posted with a speed limit of twenty-five (25) miles per hour or less.
- * A mobile food vendor cannot park in one location for more than 30 minutes.
- * Food or beverages cannot be sold within 300 feet of any public property that contains a concessionaire licensed and approved by the City.
- * Food or beverages can only be sold or offered for sale when the vehicle is completely stopped and lawfully parked, and only from the back or side nearest to the curb or roadside.
- * The applicant must provide proof of insurance as defined in the Logan Municipal Code Section 5.04.040.
- * Each mobile food vendor must be fully self-contained with respect to gas, water, and waste.

Introduction to Temporary and Long Term Businesses in the City of Logan

290 N 100 W, Logan, UT 84321
Open Monday through Friday, excluding holidays,
from 8:00 a.m. to 5:00 p.m.

Business Licensing is a Division of the
Community Development Department
and is governed by Title 5 of the
City of Logan Municipal Code.

*This publication is intended for informational purposes only.
Please consult the Municipal Code, located at www.loganutah.org for complete and specific requirements.*