



**DIVISION OF BUSINESS LICENSING**  
 290 North 100 West, Logan, Utah 84321  
 Ph: 435-716-9230 / Fax: 435-716-9001  
[www.loganutah.org](http://www.loganutah.org)

- Category:**
- Commercial
  - Commercial - Secondary
  - Home Occupation
  - Independent Contractor

- Type:**
- New Application
  - Application Amendment
  - Location
  - Name
  - Ownership
  - Business Description

# BUSINESS LICENSE APPLICATION

License No. \_\_\_\_\_

For businesses with a permanent physical location in Logan city limits.

Date Received \_\_\_\_\_

**SECTION I: Business Information**

**Business Name:** \_\_\_\_\_

**"Doing Business As":** \_\_\_\_\_  Same as "Business Name"

**Business Location:** \_\_\_\_\_ Logan, UT 843\_\_\_\_\_  
Street Address (include unit #)

**Mailing Address:** \_\_\_\_\_  Same as 'Business Location'  
ATTN. Street (include unit #) / PO Box Address City, State, Zip

**Bus. Phone 1:** \_\_\_\_\_ **Bus. Phone 2:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Website:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Utah State Tax Commission Sales Tax Number:** \_\_\_\_\_

**State and/or Federal Regulatory License(s)** (This is NOT the FEIN number. Please include agency name and number.)  Not applicable.

License 1: \_\_\_\_\_ License 2: \_\_\_\_\_

**NAICS Code:** \_\_\_\_\_ **Proposed start date:** \_\_\_\_\_  
NAICS look-up website: [www.naics.com/search/](http://www.naics.com/search/)

**SECTION II: Business Description - General** (Complete the Commercial OR the Home Occupation section AND the far-right column)

<b>Commercial</b>	<b>Home Occupation</b>	<b>This business includes:</b>																																													
<p><b>Is this a secondary use at this location?</b></p> <p><input type="checkbox"/> Yes, in _____ <input type="checkbox"/> No</p> <p><b>Sq.ft. of bus. location:</b> _____</p> <p><b>Building/plaza name:</b> _____</p> <p><b>Up to how many employees?</b> (not owners)            _____ Full-time _____ Part-time</p> <p><b>Total parking stalls:</b> for the building: _____            designated for your business: _____</p> <p><b>Hours of operation:</b> _____</p> <p><b>Type of operation:</b> (mark all that apply)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sales/Service: Customers typically come on-site</li> <li><input type="checkbox"/> Sales/Service: Customers rarely come on-site</li> <li><input type="checkbox"/> Business is primarily conducted off-site</li> <li><input type="checkbox"/> Fresh food service and/or preparation</li> <li><input type="checkbox"/> Manufacturing</li> <li><input type="checkbox"/> Accommodations</li> <li><input type="checkbox"/> Event center</li> <li><input type="checkbox"/> Other: _____</li> </ul> <p><b>Previous use of location:</b> _____</p>	<p><b>Does your business have an impact?</b></p> <p>Mark all that apply:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Customers come to the home  <small>*Customers only allowed at single family home, by appointment only, maximum 6/day and 20/week</small></li> <li><input type="checkbox"/> An employee comes to the home  <small>*One employee allowed at single family home</small></li> <li><input type="checkbox"/> Landscaping, lawn care, snow removal, irrigation, pest control, or similar use</li> <li><input type="checkbox"/> Construction trade (handyman, roofing, painting, etc.)</li> <li><input type="checkbox"/> Daycare or preschool  <small>*1-8 children allowed, 9-16 children requires a Conditional Use Permit.</small></li> <li><input type="checkbox"/> Salon-type services (hair, nails, esthetician, massage, etc.)</li> <li><input type="checkbox"/> Private lessons, music lessons, or tutoring</li> <li><input type="checkbox"/> Additional Department review by Legal or the Police (such as a BCI requirement, second-hand sales, booting)</li> <li><input type="checkbox"/> An inspection is required by the Building and/or Fire Department</li> </ul> <p>If you marked any boxes your business is an <b>Impact Home Occupation.</b></p> <p>If you did not mark any boxes, your business is a <b>No Impact Home Occupation.</b></p>	<table border="1" style="width: 100%; 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\*\*This is a two-page application.

**SECTION III: Business Description - Specific** (Outline the use of the business location, storage of materials, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION IV: Ownership & Contacts** (Please Note: Every application must have at least one Application Contact and one Emergency Contact)

Contact Name: \_\_\_\_\_ Contact Role(s): (mark all that apply)

Home Address: \_\_\_\_\_  
 Street Address (include unit #) / PO Box City, State, Zip

Contact Ph 1: \_\_\_\_\_ Contact Ph 2: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ and, Driver Lic. #: \_\_\_\_\_ (State:\_\_\_\_) or, Passport #: \_\_\_\_\_

Application Contact  
 Ownership  
 Agent  
 Local Manager  
 After-Hours Emergency Contact  
 Licensing Rep/ie. Accounting  
 Other Officer or Employee

Contact Name: \_\_\_\_\_ Contact Role(s): (mark all that apply)

Home Address: \_\_\_\_\_  
 Street Address (include unit #) / PO Box City, State, Zip

Contact Ph 1: \_\_\_\_\_ Contact Ph 2: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ and, Driver Lic. #: \_\_\_\_\_ (State:\_\_\_\_) or, Passport #: \_\_\_\_\_

See attached page(s) for additional contacts

Application Contact  
 Ownership  
 Agent  
 Local Manager  
 After-Hours Emergency Contact  
 Licensing Rep/ie. Accounting  
 Other Officer or Employee

**SECTION V: Amendment**

Previous Business Name: \_\_\_\_\_  Not applicable

Previous Business Location: \_\_\_\_\_  Not applicable

**SECTION VI: 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 (435-716-9036).

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 includes 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 Fees:	<b>Commercial</b>	<b>Alcohol Consent</b> (includes Bus. License)	<b>Minor</b>	<b>Amendments / Transfer</b>	<b>Change to a like category</b>	<b>Change to a lower category</b>	<b>Change to a higher category</b>
	Level 1 - less than 10,000 sqft.: \$150 Level 2 - 10,000 sqft of more: \$250	\$300	Impact Home Occupations, Commercial Secondary, Independent Contractors \$75 No Impact Home Occupations: No Fee		C-1 to C-1 C-2 to C-2 M-1 to M-1 \$20	C-2 to C-1 C-2 to M-1 C-1 to M-1 \$20	C-1 to C-2 - \$120* M-1 to C-1 - \$95* M-1 to C-2 - \$195*

**\*\*PAYMENT OF FEES WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON BUSINESS DAYS.**