

**INTRODUCTION TO  
LANDLORD  
BUSINESS LICENSING  
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

# FREQUENTLY ASKED QUESTIONS

## **Why Business Licensing of Landlords?**

1. To promote public health, safety and welfare by requiring rental dwellings to be safe and fit for human occupancy.
2. To provide contact information, through licensing, for each rental dwelling to allow problems to be resolved expeditiously.
3. To ensure that all rental dwellings were established legally and constructed compliant with the building code at the time of establishment.
4. Provide consistency with licensing of all other businesses in the city by requiring licensing of owners who rent dwellings.

## **Who Requires a Landlord Business License?**

Anyone, including entities, that keeps, conducts, operates, or maintains a rental dwelling.

A person who owns multiple-rental dwellings or multiple buildings containing rental dwellings is not required to obtain more than one business license for the operation and maintenance of those rental dwellings.

## **What are the Exceptions to the Requirement to License?**

A business license shall not be required for a dwelling unit which is ordinarily owner-occupied but is temporarily rented because:

1. the owner is placed in a hospital, nursing home, assisted living facility or other similar facility, or
2. the owner has a bona fide, temporary absence of three years or less.

## **Is the Business License Transferable?**

A business license for landlords is not transferable.

Any person holding a license shall give written notice within 30 days to the business license official after having transferred or otherwise disposed of legal or equitable control of any rental dwelling.

## **How do I determine property ownership?**

Refer to the individual title document. Alternatively, contact the County Recorder's office (435-755-1530).

## **Who should I contact about zoning, use, and occupancy?**

First, refer to the *Zoning, Use, Occupancy Map* at [www.loganutah.org](http://www.loganutah.org). If you still have questions, contact Kristen Clifford, Planner - 435-716-9036 or [kristen.clifford@loganutah.org](mailto:kristen.clifford@loganutah.org).

# APPLICATION & REVIEWS

## Submission by Applicant

(A separate application is required for each property owner)

**Possible Submissions:**  
**Landlord License Application**  
**Landlord License Addendum**  
**Landlord License Amendment**  
(each found at [www.loganutah.org](http://www.loganutah.org))  
&  
**Applicable Fee**  
(see *Fee Schedule*)

## Review by Business Licensing

*Verification of accurate and full disclosure*

### Check 1: Incomplete Application

The application is not completely filled out (ie. missing owner signature, insufficient owner/agent information)

### Check 2: Under-Declaration of Properties

Properties owned by the landlord appear to be missing from the application

### Check 3: Over-Declaration of Properties

Properties not owned by the landlord appear on the application

### Enforcement:

Applications which fail to pass the division of Business Licensing checks will be returned to the applicant for reconciliation. Failure to do so will lead to a Class B Misdemeanor for "doing business without a license" or other applicable administrative enforcement.

## Review by Planning & Zoning

*Verification of legal establishment*

### Check 1: Verification of Legal Establishment

### Enforcement:

Non-conforming properties which fail to pass the division of Planning and Zoning check will require reconciliation. If a property is not recorded with the City as being "legally established", the landlord will be required to:

1. Apply for "Grandfathering"
2. Apply for required building permits, if zoning allows
3. Bring occupancy into compliance with the legal establishment

Failure to do so will lead to a Class B Misdemeanor for "doing business without a license" or other applicable administrative enforcement.

**Business License is issued to the landlord and lists all eligible properties**

# GOOD LANDLORD COURSES

## What is the Good Landlord course?

The good landlord course is an approximately six-hour class taught by experts in the landlord industry.

### Curriculum

- Applicant screening
- Ongoing management
- Partnerships with residents
- Crime prevention / working with Logan City Police
- Code enforcement and relevant City ordinances
- Inspections
- Utah Code Title 57 Chapter 22, Utah Fit Premises Act, and other relevant and current state and federal laws
- Rental agreements
- Crisis resolution
- Eviction
- Landlord business licensing process
- Utility billing account management
- Emergency services

## Who provides the courses?

Any candidate that meets the City's eligibility requirements can be a good landlord course provider. At present, there are two such providers:

Box Elder County Landlord Association  
Jerald Ohman, Executive Director  
435-239-0454 or 435-723-9218  
[johman@lds.net](mailto:johman@lds.net)

Utah Apartment Association  
L. Paul Smith, Executive Director  
888-244-0401  
[www.uaahq.org](http://www.uaahq.org)

**Pre-registration is required -  
Contact course providers directly.**

## Why Good Landlord courses?

The principles and techniques taught in these courses educate landlords and tenants about common pitfalls. Where pitfalls are reduced between these parties, fewer city resources are required; the landlord businesses are generally more profitable; and tenant housing meets livable standards.

# LICENSE FEE

## Fee Incentive

As an incentive to participate in a good landlord course, the City is providing a business license fee reduction pending proof of a certificate of course completion by the landlord or their agent at the time of license application.

## Fee Schedule

License Year	Certified in an eligible "good landlord" course	Not certified
1	\$10 (w/ certificate in good landlord course)	\$50
2	\$10	\$50
3	\$10 (w/ certificate in good landlord refresher course)	\$50
4	\$10	\$50

### *A Note on Year One Incentive*

At first application (if in 2010), an applicant will receive the fee incentive if they provide a certificate of completion from an eligible good landlord course completed anywhere within the State of Utah within the previous two years.

# INSPECTIONS

## Will my rental units be inspected?

Maybe. Inspections are complaint-driven. Anyone can be a complainant.

## What is the inspection based on?

Each unit will be inspected against the zoning and building code requirements for installation, maintenance, and operation in effect at the time the rental dwelling was legally established.

## Who should I contact about inspections requirements?

Paul Taylor, *Chief Building Official* - 435-716-9032

## How do file a complaint?

Complaints can be submitted via [www.loganutah.org](http://www.loganutah.org) under "Neighborhood Complaint". Alternatively, call *Neighborhood Improvement* - 435-716-9025.

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290 North 100 West  
Logan, UT 84321  
Monday - Friday, 8:00am - 5:00pm

Business Licensing is a division of  
Neighborhood Improvement  
within 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, found at [www.loganutah.org](http://www.loganutah.org),  
for complete and specific requirements.*