

**YOU'VE MADE APPLICATION FOR A
BUSINESS LICENSE -
Now WHAT?**



**City of Logan
Business Licensing
a division of the
Community Development department**

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

BUSINESS LICENSE APPLICATION REVIEWING AGENCIES

Thank you for submitting an application for a City of Logan business license. Please be advised that application approval is required before it is legal to open your business. A decision on your application generally takes two weeks for most businesses and four weeks for most events.

Approval comes only after the successful completion of a mandatory review process. Chapter 5.02 of Logan's Municipal Code outlines approval requirements. The following gives an overview of the roles of each business licensing review agency:

DIVISION OF BUILDING SAFETY	<i>General review of:</i> - electrical - gas - mechanical - plumbing - structural - ADA accessibility	Inspection Booking <i>Building Safety</i> Donette Sorenson (435) 716-9030 General Questions <i>Chief Building Official</i> Paul Taylor (435) 716-9032	<input type="checkbox"/> Book an on-site inspection. <input type="checkbox"/> No on-site inspection required. <input type="checkbox"/> On-site inspection appt. booked for: <hr/>
DIVISION OF PLANNING & ZONING	<i>Review of:</i> - zoning & land use compliance - setbacks - parking and access - customer traffic - signage	General Questions <i>Kristen Clifford</i> (435) 716-9036 Signage Questions <i>Russ Holley</i> (435) 716-9023	<input type="checkbox"/> Complete a Sign Permit application. <input type="checkbox"/> Sign Permit application pending. <input type="checkbox"/> Conditional Use application pending. <input type="checkbox"/> Other: <hr/>
FIRE DEPARTMENT	<i>Review of:</i> - fire extinguisher, smoke detector(s), carbon monoxide detector(s), exit signs - storage & disposal of hazardous material - indoor & outdoor access for customers & employees & emergency services	Inspection Booking General Questions <i>Fire Marshall</i> Liz Hunsaker (435) 716-9515	<input type="checkbox"/> Book an on-site inspection. <input type="checkbox"/> No on-site inspection required. <input type="checkbox"/> On-site inspection appt. booked for: <hr/>
ENVIRONMENTAL DEPARTMENT	<i>Review of:</i> - pretreatment system (sewer) - solid waste disposal (garbage) - storage & disposal of hazardous material - other utility-related issues	Inspection Booking General Questions <i>Environmental Department</i> Carl Francis (435) 716-9794	<input type="checkbox"/> Book an on-site inspection. <input type="checkbox"/> No on-site inspection required. <input type="checkbox"/> On-site inspection appt. booked for: <hr/>
DIVISION OF BUSINESS LICENSING	<i>Review of:</i> - DOPL licensing - DABC licensing - state tax number - Dept. of Commerce registration - ownership information	Questions <i>Carrie Evans</i> James Olson (435) 716-9230 (435) 716-9001 (fax) jolson@loganutah.org	<input type="checkbox"/> DOPL license required. <input type="checkbox"/> DABC license required. <input type="checkbox"/> Other: <hr/>

The City of Logan Police department completes local background checks on business officers.

ADDITIONAL APPROVALS FOR SPECIAL EVENTS

STREETS DEPARTMENT

Jeddie Al-Imari <i>Street Maintenance Manager</i> (435) 716-9643	Christine Christensen <i>Streets Secretary</i> (435) 716-9643
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Review of:

- Use of City sidewalks and streets
- Security plan, including use of flaggers if intersections will be crossed

POLICE DEPARTMENT

Rod Peterson <i>Lieutenant</i> (435) 716-9456	Troy Thurston <i>Lieutenant</i> (435) 716-9367
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Review of:

- Requests for police assistance for security and/or certified flaggers for when crossing intersections

PARKS & RECREATION DEPARTMENT

Tonya Petersen <i>Parks Booking</i> (435) 716-9242
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Review of:

- Proposed use of City parks
- Park booking

OTHER

For temporary power hook-ups

Contact the Division of Building Safety, (435) 716-9030

For a Utah Department of Transportation permit

www.udot.utah.gov for the application; for specific questions, contact Jay Genereux, Permits Officer, (801) 620-1639

For fresh food preparation, sales &/or service

Contact the Bear River Health Dept., Max Gyllenskog, (435) 792-6573

It is the applicant's responsibility to determine and comply with any requirements from other regulatory agencies.

BUILDING & FIRE REQUIREMENTS FOR A BUSINESS LICENSE

PLEASE NOTE:
This is only a guideline,
and is not inclusive of all
possible requirements.

GENERAL

- Business address is posted and visible from the street. Numbers must be 6" tall (min.) and contrast the background color.
- All stairways with two or more risers have handrails.
- Exits and access to structure are unobstructed.
- Code-required basement separation from main level is maintained.
- Furnace and all mechanical items are in safe working order.
- There is no storage in furnace, mechanical, or electrical rooms.
- There is hot water to lavatories in restrooms.
- There is at least one restroom. Two restrooms will be required if total employees and customers may exceed 15.

ELECTRICAL

- Electrical is in safe working order - no exposed wires, outlets, switches.
- All electrical boxes, outlets and switches have approved cover plates on and be in good working condition.
- "Work space" at electrical panels is clear as per National Electrical Code.
- All circuit breakers in the electrical sub-panel are covered with an approved cover plate or a blank circuit breaker.
- All circuit breakers are labeled, showing the circuit served.
- Extension cords are not used as permanent wiring methods. The use of a power strip with circuit breaker protection is allowed as long as the appliances being powered do not overload the electrical strip.
- If more than one exit is required, all exit signs must be working and have a battery back-up system or be self-luminous.

FIRE-SPECIFIC

- A minimum class 2A:10BC fire extinguisher is required in all businesses. The fire extinguisher is required to be hung no higher than 5 feet from the top of the extinguisher to the floor and a minimum of 4 inches off the floor. All fire extinguishers are required to be serviced and tagged by a licensed contractor. There shall be a fire extinguisher for every 75 feet of travel distance.
- An evacuation plan must be developed and available at the inspection.

AMERICANS WITH DISABILITIES ACT (ADA)

Although there is an exception to these requirements for existing commercial buildings when the new business maintains the same usage as the previous occupant, easily achievable items must come into compliance as per federal- and state-adopted requirements.

- Structure is ADA accessible at entrance and to in each portion of the structure.
- ADA-required parking spaces are properly marked with appropriate signs.
- Business has an accessible restroom - ie. grab bars, ADA levers.
- There are two ADA-compliant restrooms (one for each sex) if more than 15 occupants at any time (including employees).
- Water supply and drain pipes under exposed sinks are protected according to CABO/ANSIA117.1 requirements.

PLEASE NOTE:
Code Compliance
is required for
each new tenant
at any location.

Any time the use of a structure is changed (residential to retail, retail to manufacturing, etc.), federal- and state-adopted Uniform Building Codes require the entire structure be compliant with current code requirements.

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290 N 100 W
Logan, UT 84321
Monday - Friday, 8:00am - 5:00pm

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, found at www.loganutah.org,
for complete and specific requirements.*