

# INTRODUCTION TO BUSINESS LICENSING IN THE CITY OF LOGAN



## Business Licensing is a Division of the Community Development Department

435-716-9230 office  
435-716-9001 fax  
290 North 100 West Logan, UT 84321  
Monday - Friday, 8:00am - 5:00pm

## FREQUENTLY ASKED QUESTIONS

### **What is the purpose of Business Licensing?**

To oversee the regulation and licensure of businesses within Logan, to maintain a current index of licensed businesses, and to raise revenue necessary to regulate licensed entities.

### **Do I require a Logan business license?**

It is unlawful for any person, either directly or indirectly, to engage in business or conduct any nonprofit enterprise, or to use in connection therewith any vehicle, premises, machine or device, in whole or in part, within the city for which a license is required without first procuring a license.

### **Are there exemptions to the requirement to license?**

1. A home occupation with gross receipts of less than \$1,200.00 per year does not require a business license, but registration with the Division of Business Licensing is recommended.
2. The provisions of this chapter (Title 5 of the Municipal Code) shall not be deemed or construed to require the payment of a license fee by, or the issuance of a license to any institution or organization which is conducted, managed or carried on wholly for the benefit of charitable purposes or from which profit is not derived, directly or indirectly by any individual, firm or profit corporation. Organizers, managers or owners of such exempt event or organization must register with the Business License Division.

### **What inspections and/or reviews are required?**

All applications are subject to a review process. Decisions on business license applications take 15 business days (minimum). However, the business preparation and availability for relevant commercial inspections can accelerate or lengthen the time frame.

Based on the application, city departments carry-out reviews and inspections that ensure the business is in compliance with fire, building, environmental, and other public safety interests, and zoning laws prior to opening.

### **What is the review and inspection criteria?**

The best source of information is the City of Logan publication, *You've Made Application for a Business License - Now What?*. It is found on the Business Licensing page at [www.loganutah.org](http://www.loganutah.org), or at Logan City Hall at 290 North 100 West.

### **What happens if I operate a business without a license?**

No business operations may commence or continue without a valid business license. Every day an unlicensed business operates shall be considered a separate offense subject to a Class B Misdemeanor citation issued by the Logan City Police Department.

### **Incomplete applications cannot be accepted.**

## RESOURCES

### **Local Business Resources (government-funded):**

#### **Small Business Development Center**

[www.usu.edu/sbdc/](http://www.usu.edu/sbdc/)  
Utah State University - Faculty of Extension  
1330 East 700 North, R124  
435-797-2277

#### **Cache Business Resource Center**

[www.cachebrcc.com](http://www.cachebrcc.com)  
BATC West Campus  
1410 North 1000 West, Rooms 1901-1905 (NW entrance)  
435-760-7937

### **Helpful Government Publications:**

#### **"Doing Business in Utah: A Guide to Business Information"**

<http://tax.utah.gov/forms/pubs/pub-38.pdf>

#### **"Utah Sales and Use Tax General Information"**

<http://tax.utah.gov/forms/pubs/pub-25.pdf>

#### **"Understanding Your EIN"**

<http://www.irs.gov/pub/irs-pdf/p1635.pdf>

#### **"Withholding Tax Guide"**

<http://tax.utah.gov/forms/pubs/pub-14.pdf>

#### **"Independent Contractor or Employee"**

<http://www.irs.gov/pub/irs-pdf/p1779.pdf>

### **Helpful Contacts:**

#### **Utah Department of Commerce:**

Division of Corporations: 877-526-3994  
[corporations.utah.gov](http://corporations.utah.gov)

#### **Utah State Tax Commission:**

Ogden office: 801-626-3460,  
Temporary / Special Event: 801-297-6303  
[www.tax.utah.gov](http://www.tax.utah.gov)

#### **IRS Business & Specialty Tax Line (for EIN):**

800-829-4933  
[www.irs.gov](http://www.irs.gov)

*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.*

Publication Edition: March 2012



## STATE BUSINESS REGISTRATION

All businesses are required to register with applicable government agencies.

### New business

Register your new business with the State of Utah at 877-526-3994 or at the following website:

[www.corporations.utah.gov/](http://www.corporations.utah.gov/)



Through the OneStop registration method, an applicant will

register a(n):	receive a(n):
- Business name	<i>State Tax Commission</i>
- Entity type	- Utah Sales and Use Tax No.
* S-Corporation	- Employee Income Tax
* C-Corporation	Withholding No.
* Non-Profit Corporation	<i>IRS</i>
* Limited Liability Company	- Employer Identification
* Sole Proprietorship	No. [FEIN]
* General Partnership	<i>Workforce Services</i>
* Limited Partnership	- Unemployment Insurance
- Officers of the business	Employer Identification
	No.

### An existing, registered business coming into Logan

To add another business location to an existing Utah business:

- Call the Workforce Information Division at the Utah Department of Workforce Services, 801-526-9785.
- Contact the Utah State Tax Commission. Add a new business location to your account by completing Tax Commission Form TC-69B.

### Your best information resources

Recognize that a specific state or federal agency will be your best resource for information about specific registration or licensing requirements. Please refer to phone numbers and links on this flyer for contact information for several such agencies.

Notwithstanding, Logan Business Licensing will do our best to answer your questions about state registrations and licensing and will always try to help point you in the best direction possible.

## CITY OF LOGAN LICENSING

### Application Requirements

A valid application includes:

- the completed form, found at [loganutah.org](http://loganutah.org)
- the applicable fee
- any additional materials prescribed for certain business types; including, but not limited to, transient merchants, sidewalk vendors, special event organizers, solicitors, and businesses selling alcohol

### Logan Police Background Checks

The application process includes a Logan Police background check for each business principal and local manager.

### Categories and Fees

License Classification	Fee Code	Application Fee	Renewal Fee
Commercial (Level 1) - under 10,000 sq.ft.	C-1	\$150	\$100
Commercial (Level 2) - 10,000+ sq.ft.	C-2	\$250	\$200
Home Occupations Residential Solicitor Comm. Secondary	M-1	\$75	\$50
Alcohol Consent & License	ALC	\$300	\$250
Special Events, Temporary and Long Term Businesses	E-1	\$75	n/a
Landlord (Certified)	L-1	\$10	\$10
Landlord (Not Certified)	L-2	\$50	\$50

### Fee waiver for Non-Profit Corporations

The City of Logan will waive business license fees for registered non-profit corporations. Proof of status is required to be provided at the time of application by presenting a 501(c)(3) letter.

### Partial year fees

Prorations for partial year licensing occur on December 1st for licenses under fee codes: C-1, C-2, M-1, ALC, or Home Occupations. See Logan Business Licensing staff for details.

## STATE &/OR FEDERAL LICENSING

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

Some common state and/or federal regulatory licensing include:

Utah Division of Occupational & Professional Licensing	<p><a href="http://www.dopl.utah.gov/licensing/">www.dopl.utah.gov/licensing/</a> (866) 275-3675 Including, but not limited to:</p> <table> <tr> <td>Accountancy</td> <td>Dentistry</td> </tr> <tr> <td>Architecture</td> <td>Electrical</td> </tr> <tr> <td>Audiology</td> <td>Engineering</td> </tr> <tr> <td>Burglar Alarm</td> <td>Massage Therapy</td> </tr> <tr> <td>Chiropractic</td> <td>Nail Technician</td> </tr> <tr> <td>Contracting</td> <td>Optometry</td> </tr> <tr> <td>Cosmetology</td> <td>Pharmacy</td> </tr> <tr> <td>Counseling</td> <td>Psychology</td> </tr> <tr> <td>Plumbing</td> <td>Security</td> </tr> <tr> <td>Private Probation Provider</td> <td>Social Work</td> </tr> </table>	Accountancy	Dentistry	Architecture	Electrical	Audiology	Engineering	Burglar Alarm	Massage Therapy	Chiropractic	Nail Technician	Contracting	Optometry	Cosmetology	Pharmacy	Counseling	Psychology	Plumbing	Security	Private Probation Provider	Social Work
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Utah Dept. of Agriculture & Food	<p><a href="http://webapp.ag.utah.gov/LicenseLookup/">webapp.ag.utah.gov/LicenseLookup/</a> Including, but not limited to: <b>Pesticide Applicator / Dealers &amp; Nurseries</b> Mark Ashcroft, 435-752-6263 <b>Cottage Food Program</b> Rebecca Nielsen, 801-538-7152 <a href="http://ag.utah.gov/divisions/regulatory/foodcompliance.html">ag.utah.gov/divisions/regulatory/foodcompliance.html</a></p>																				
Bear River Health	<p><a href="http://www.brhd.org">www.brhd.org</a> <b>Restaurants</b> - Chris Nelson, 435-792-6439 <b>Body Art</b> - Mike Rhodes, 435-792-6570 <b>Tanning</b> - Mark Stevens, 435-792-6578 <b>Pools &amp; Temp. Events</b> - Josh Greer, 435-792-6572</p>																				
Federal Licensing	<p><a href="http://www.business.gov/register/licenses-and-permits/">www.business.gov/register/licenses-and-permits/</a> Including, but not limited to: Alcohol (manufacturing)    Radio &amp; T.V. Broadcasting Firearms, Ammunition &amp;    Transportation &amp; Logistics Explosives (ATF)</p>																				
Other	<p><b>Dept. of Alcoholic Beverage Control</b> <a href="http://abc.utah.gov/">abc.utah.gov/</a>, 801-977-6800 <b>Utah Securities Division</b> <a href="http://www.securities.utah.gov/licensing.html">www.securities.utah.gov/licensing.html</a> <b>Motor Vehicle Enforcement Division</b> <a href="http://www.mved.utah.gov/">www.mved.utah.gov/</a> Including, but not limited to: Vehicle Sales, Body Shops <b>Bureau of Child Care Licensing</b> <a href="http://www.health.utah.gov/licensing/">www.health.utah.gov/licensing/</a></p>																				