APPLICATION FOR COTTAGE FOOD ESTABLISHMENT

Section 1  Business Information

NAME OF APPLICANT: __________________________________________

NAME OF BUSINESS: __________________________________________

ADDRESS OF THE HOME WHERE PRODUCTION WILL OCCUR:

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>ZIP</th>
<th>County</th>
</tr>
</thead>
<tbody>
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</table>

APPLICANT MAILING ADDRESS (if different from above):

<table>
<thead>
<tr>
<th>Street Address or PO Box</th>
<th>City</th>
<th>ZIP</th>
<th>County</th>
</tr>
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ADDITIONAL CONTACT INFORMATION:

Primary phone # __________________________ Alternate phone # __________________________

Email Address __________________________

Section 2  Production Information

FOOD TYPES TO BE PROCESSED OR PACKAGED

☐ Baked Goods
☐ Cakes/Cupcakes
☐ Honey
☐ Popcorn
☐ Breads
☐ Dressings/Sauces*
☐ Dry Goods
☐ Pies
☐ Candy/Chocolates
☐ Dehydrated foods**
☐ Cookies
☐ Dehydrated foods
☐ Jams or Jellies

☐ Other (please list):

* All canned or bottled products (other than fruit jams or jellies) will need to be submitted for evaluation to a Food Processing Authority and tested for pH and water activity.

** Meat, poultry, and fish jerky products cannot be made under the Utah Cottage Food Rule.

Refrigerated or frozen products may not be produced under the Utah Cottage Food Rule.
Low-acid or acidified canned foods may not be produced under the Utah Cottage Food Rule.
Cream cheese frosting may require lab testing before it can be produced in a home kitchen.

☐ ATTACH A BRIEF WRITTEN BUSINESS PLAN TO INCLUDE:

1. A recipe with preparation steps for each product that will be produced (no more than 10 at a time).
2. A plan for storage for ingredients, equipment, and finished product. (Separate refrigeration is required for any perishable ingredients or final products stored cold to extend shelf life.)
3. A description of the types of packaging to be used.
4. A description of how product will be transported.
5. A list of potential locations where you plan to sell your products (ex. Farmers market, retail from home, local businesses, etc.)
Section 3  Home Requirements

The business will be using:

☐ A public water supply
☐ A non-public/non-municipal water supply (ex. Well water): You must have the water tested for
coliforms within one year prior to the submission of your application. Be prepared to present a copy of
these test results at the inspection.

Do you have pets in the home that have access to the kitchen area at any time? *  ☐ Yes  ☐ No

* Free roaming pets are not permitted in a home with a Cottage Food Establishment.

Section 4  Product Labeling

There are two types of “Point of Sale” you must consider when determining your labeling requirements: Self-Service (retail) and Custom/On-demand (also known as “full service”).

Self-service – The customer picks up or selects the item they want with no employee assistance required. Products packaged
for self-service must be labeled and adequately packaged to protect them from contamination.

A product label must include the following:

1. Product name
2. The words “Home Produced”
3. Net quantity of contents of the product, in either ounces/pounds and the gram weight equivalent, or fluid ounces and the mL
equivalent
4. Complete list of ingredients in descending order or predominance by weight
5. Manufacturer’s name, physical address, and telephone number. (Note: The use of a website address cannot be substituted
for the required information.)

Please review the sample labels accompanying this application for more information.

Custom/On-demand (Full Service) Foods – Custom made or “special order” foods (eg. Wedding or special event cakes,
cakes or cookies to be served by a coffee shop or restaurant) are usually exempt from individual labeling requirements. Also,
if the product is served on demand from a secure bulk container or display case and the customer must ask you for the
product, it is exempt from full labeling. However, in all of these cases, a full ingredient list must be available upon request
by the customer.

☐ Copies of my product labels are attached
☐ My product will be sold custom/on-demand OR from a secured bulk container on demand. Copies of my full
ingredient lists are attached.

Section 5  Applicant Signature

This application and all requested materials, as listed below, should be submitted to:

Rebecca Nielsen
Utah Department of Agriculture and Food or  rjnielsen@utah.gov
PO Box 146500
Salt Lake City, UT 84114-6500

By signing this application, you are confirming that all information is accurate and true. Failure to supply all requested information may
result in a delay in processing your application.

After an initial review, a Compliance Officer will contact you with instructions for any changes needed. Review times may vary depending
on the volume of applications received; we recommend submitting your application several weeks prior to the date you wish to start
operating. We may require that one or more of your products be tested for pH and/or water activity prior to the inspection to ensure it is
safe for home production. Once your application is approved, you will be able to schedule an inspection with your local Compliance
Officer. You will need to present a valid Food Handler’s Permit at the inspection. Following the inspection and the payment of the
registration fee, you will be permitted to produce and sell your products.

Applicant Signature ___________________________ Date ______________________

Print Name ______________________________
CHECKLIST FOR HOME FOOD PRODUCTION

☐ Complete the Application for Cottage Food Establishment. Be sure to include all the information required, including recipes (up to ten at a time), business plans for storage, packaging, transportation and sales, and labels or ingredient lists.

☐ If you have pets in your home, be prepared to demonstrate to the inspector how they will be permanently prevented from accessing the kitchen area at all times.

☐ Any person who will be handling food needs to get a Food Handler's Permit from their local health department. Arrange separate storage for all Cottage Food ingredients, including separate refrigeration if needed.

☐ Products with any of the eight major allergens (peanuts, tree nuts, milk, egg, soy, wheat, fish, and shellfish) must be prepared in a way that will not contaminate products which do not contain those allergens. Be prepared to explain how you will accomplish this.

☐ Production of Cottage Food products may not occur at the same time as domestic food preparation in the same kitchen.

☐ When Cottage Food processing is taking place, all unauthorized persons, including family members and visitors, must be excluded from the processing area.

☐ All cooking utensils and equipment must be washed, rinsed, and sanitized after use or exposure to contamination. Separate utensils for business use only are recommended. Be prepared to demonstrate your procedures.

☐ Sanitizer test strips must be available for testing of bleach or other sanitizer solution strength; these strips can be obtained at restaurant supply stores.

☐ Multi-use equipment and utensils (such as cutting boards, counter tops, knives, spoons, and tongs) shall be constructed of safe materials, including finishing materials; shall be corrosion resistant and shall be non-absorbent; and shall be smooth, easily cleanable and durable under conditions of normal use.

☐ All equipment and utensils, including plastic ware, shall be designed and fabricated for durability under conditions or normal use; shall be made from safe materials and shall be resistant to denting, buckling, pitting, chipping and crazing.

☐ The use of wood is restricted to non-absorbent, hardwood surfaces such as cutting boards.
Food contact surfaces shall be easily cleanable, smooth and free of breaks, open seams, cracks, chips, pits and similar imperfections and free of difficult to clean internal corners and crevices.

Wiping cloths shall be stored in a sanitizing solution, such as diluted bleach or other approved sanitizer, if they are going to be reused for an hour or more.

All food, equipment and single service articles shall be stored indoors at least six inches above the floor. Such storage shall not be under exposed or unprotected sewer lines or water lines that are leaking or on which condensed water has accumulated.

Ingredients, finished products, and single service articles shall be stored separately from domestic foods and supplies, and shall only be used for the Cottage Food production.

Food, equipment, utensils, or single service articles shall not be stored or prepared in bedrooms, toilet rooms or their vestibules, garbage rooms or mechanical rooms. Food may be stored in an enclosed garage only in a self-contained refrigerator/freezer, and only if the garage door is kept closed when not in use.

All equipment and utensil washing sinks, food preparation sinks, and hand sinks shall be supplied with hot and cold water under pressure.

All sewage, including liquid waste, shall be disposed of by a public sewage system or by a sewage disposal system constructed, maintained and operated according to state and local requirements.

Plumbing connections shall not create a backflow or backpressure condition that might contaminate the water supply.

Garbage and refuse shall be held in durable, easily cleanable insect resistant and rodent resistant containers that do not leak and do not absorb liquids. Garbage containers shall be of a sufficient number to hold all the garbage and refuse that accumulates.

Clean linens including articles such as wiping cloths shall be stored in a clean place and protected from contamination until used.

We recommend that you check with your insurance company to determine impacts of a home-based business on homeowner's liability.
4-5-9.5. Cottage food production operations.

(1) For purposes of this chapter:
   (a) "Cottage food production operation" means a person, who in the person's home, produces a food product that is not a potentially hazardous food or a food that requires time/temperature controls for safety.
   (b) "Home" means a primary residence:
      (i) occupied by the individual who is operating a cottage food production operation; and
      (ii) which contains:
         (A) a kitchen designed for common residential usage; and
         (B) appliances designed for common residential usage.
   (c) "Potentially hazardous food" or "food that requires time/temperature controls for safety":
      (i) means a food that requires time and or temperature control for safety to limit pathogenic microorganism growth or toxin formation and is in a form capable of supporting:
         (A) the rapid and progressive growth of infections or toxigenic microorganisms;
         (B) the growth and toxin production of Clostridium botulinum; or
         (C) in shell eggs, the growth of Salmonella enteritidis;
      (ii) includes:
         (A) an animal food;
         (B) a food of animal origin that is raw or heat treated;
         (C) a food of plant origin that is heat treated or consists of raw seed sprouts;
         (D) cut melons;
         (E) cut tomatoes; and
         (F) garlic and oil mixtures that are not acidified or otherwise modified at a food establishment in a way that results in mixtures that do not support growth as specified under Subsection (1)(c)(i); and
      (iii) does not include:
         (A) an air-cooled hard-boiled egg with shell intact;
         (B) a food with an actual weight or water activity value of 0.85 or less;
         (C) a food with pH level of 4.6 or below when measured at 24 degrees Centigrade;
         (D) a food, in an unopened hermetically sealed container, that is processed to achieve and maintain sterility under conditions of nonrefrigerated storage and distribution;
         (E) a food for which laboratory evidence demonstrates that the rapid and progressive growth of items listed in Subsection (1)(c)(i) cannot occur, such as a food that:
            (I) has an actual weight and a pH level that are above the levels specified under Subsections (1)(c)(ii)(B) and (C); or
            (II) contains a preservative or other barrier to the growth of microorganisms, or a combination of barriers that inhibit the growth of microorganisms; or
         (F) a food that does not support the growth of microorganisms as specified under Subsection (1)(c)(i) even though the food may contain an infectious or toxigenic microorganism or chemical or physical contaminant at a level sufficient to cause illness.
   (2) (a) The department shall adopt rules pursuant to Title 63G, Chapter 3, Utah Administrative
Rulemaking Act, as necessary to protect public health and ensure a safe food supply.

(b) Rules adopted pursuant to this Subsection (2) shall provide for:

(i) the registration of cottage food production operations as food establishments under this chapter;
(ii) the labeling of products from a cottage food production operation as "Home Produced"; and
(iii) other exceptions to the chapter that the department determines are appropriate and that are consistent with this section.

(3) Rules adopted pursuant to Subsection (2):
(a) may not require:
(i) the use of commercial surfaces such as stainless steel counters or cabinets;
(ii) the use of a commercial grade:
(A) sink;
(B) dishwasher; or
(C) oven;
(iii) a separate kitchen for the cottage food production operation; or
(iv) the submission of plans and specifications before construction of, or remodel of, a cottage food production operation; and
(b) may require:
(i) an inspection of a cottage food production operation:
(A) prior to issuing a registration for the cottage food production operation; and
(B) at other times if the department has reason to believe the cottage food production operation is operating:
(I) in violation of this chapter or an administrative rule adopted pursuant to this section; or
(II) in an unsanitary manner; and
(ii) the use of finished and cleanable surfaces.

(4) (a) The operator of a cottage food production operation shall:
(i) register with the department as a cottage food production operation before operating as a cottage food production operation; and
(ii) hold a valid food handler's permit.

(b) Notwithstanding the provisions of Subsections 4-5-9(1)(a) and (c), the department shall issue a registration to an applicant for a cottage food production operation if the applicant for the registration:
(i) passes the inspection required by Subsection (3)(b);
(ii) pays the fees required by the department; and
(iii) meets the requirements of this section.

(5) Notwithstanding the provisions of Section 26A-1-114, a local health department:
(a) does not have jurisdiction to regulate the production of food at a cottage food production operation operating in compliance with this section, as long as the products are not offered to the public for consumption on the premises; and
(b) does have jurisdiction to investigate a cottage food production operation in any investigation into the cause of a food born illness outbreak.

(6) A food service establishment as defined in Section 26-15a-102 may not use a product produced in a cottage food production operation as an ingredient in any food that is prepared by the food establishment and offered by the food establishment to the public for consumption.

Amended by Chapter 382, 2008 General Session
Download Code Section Zipped WordPerfect 04_05_000905.ZIP 4,596 Bytes

Questions/Comments | Utah State Home Page | Terms of Use/Privacy Policy
All businesses operating in Utah must be registered with the Department of Commerce and licensed with a city or county in the state. The following information explains the benefits of registration and licensor and why and how a business should register and receive a license.

**State Registrations**

**Who Must Register Their Business?**
All businesses in Utah are required by law to register with the Utah Department of Commerce either as a "DBA" (Doing Business As), corporation, limited liability company or limited partnership. Businesses are also required to obtain a business license from the city or county in which they are located.

**Why Are Businesses Required to Register?**
Registration is required so that a comprehensive state registry of all business and corporate information is available for public reference. This information is vital to an orderly legal system and marketplace. Without it, the public or other businesses may have no way of knowing the persons with whom they are doing business.

**Where Do You Register Your Business Name?**
You can register your business by contacting:

**DEPARTMENT OF COMMERCE Division of Corporations & Commercial Code**

_**Mail In:**_
PO Box 146705
Salt Lake City, Utah 84114-6705

_**Walk In:**_
160 East 300 South, Main Floor

_Service Center:_ (801) 530-4849 _Toll Free Number:_ (877) 526-3994 (Utah Residents)

_Fax:_ (801) 530-6438


**How Can You Reduce Registration Hassles?**
The Commerce and Tax Service Center is a one-stop service center created by the Department of Commerce in cooperation with the State Tax Commission. It is located in the lobby of the Heber Wells Building. This service center was designed to reduce hassles and red tape for Utah's business people. The public can now meet nearly all of the state registration requirements in just one stop. In this service center individuals can register all business names, file Articles of Incorporation, organization or certificates of limited partnership and obtain a State Sales Tax License and State Tax Identification Numbers.

**City and County Business Licenses**

**Who Must License Their Business?**
By law, all businesses are required to license with the local municipality in which they are doing business. General standards exist for licensure, but each city and county also have unique requirements and procedures. It is best to contact your city or county office to know the exact standards that are set for licensor.

**Why Are Municipal Business Licenses Required?**
Local licensure ensures that businesses are safe to the public and given the protections under the law to which a licensed business is entitled. A business may be visited or inspected and required to fulfill local zoning, building and parking requirements before receiving a license. This ensures employee and public health, safety and welfare.
When Should a Business License With A County Office?
Counties have jurisdiction over the unincorporated areas of the county. If your business is in an unincorporated area of the county, you should contact your county office.
Some counties require that all businesses that sell food, liquor and gas within county borders are required to receive a special permit or license from the county.

Is it Necessary to Receive a Business License in Each City and County a Business Operates?
The answer to this question in most cases is, yes. However, a phone call to the city or county office will alleviate doubt.
The following is a listing of business licensing offices for all cities with a population of 600 or greater. For information regarding smaller cities, contact the local city offices or telephone listing.

Cities
Alpine 20 North Main Alpine 84004 (801) 756-6347
Town of Alta 10210 E SR210 P.O. Box 8016 Alta 84092-8016 (801) 742-3522
American Fork 51 East Main, American Fork, UT 84003, (801) 763-3000
Aurora P.O. Box 477, Aurora, UT 84620, (435) 529-7643
Ballard Route 2, Box 2381, Ballard, UT 84066, (435) 722-3393
Bear River 5695 North 4700 West, Box 160, Bear River, UT 84301, (435) 279-8626
Beaver 60 West Center, P.O. Box 271, Beaver, UT 84713, (435) 438-2451
Blanding 50 West 100 South, Blanding, UT 84511, (435) 678-2791
Bluffdale 14175 So. Redwood Road, Bluffdale, UT 84065, (801) 254-2200
Bountiful 790 South 100 East, P.O. Box 369, Bountiful, UT 84011-0369, (801) 298-6190
Brigham City 20 North Main P.O. Box 1005, Brigham City, UT 84302, (801) 734-2001
Castle Dale 61 East 100 North, P.O. Box 728, Castle Dale, UT 84513, (435) 381-2115
Cedar City 110 North Main, P.O. Box 249, Cedar City, UT 84721, (435) 586-2950
Cedar Hills 3925 W. Cedar Hills Dr., Cedar Hills, UT 84062, (801) 785-9668
Centerfield 130 So. Main, P.O. Box 220025, Centerfield, UT 84622, (435) 528-3296
Centerville 655 North 1250 West, Centerville, UT 84014, (801) 295-3477
Clarkston 50 South Main, P.O. Box 181, Clarkston, UT 84305-0181, (435) 563-9090
Clearfield 55 S State St., Clearfield, UT 84015, (801) 774-7224
Clinton 1906 West 1800 North, Clinton, UT 84015, (801) 825-5398
Coalville 10 North Main, P.O. Box 188, Coalville, UT 84017, (435) 336-5981
Corinne 2420 North 4000 West, P.O. Box 118, Corinne, UT 84307, (435) 744-5566
Cottonwood Heights 1265 E Fort Union Blvd. #250 Cottonwood Heights 84047 (801) 545-4170
Delta 76 North 200 West, Delta, UT 84624, (435) 864-2759
Draper 12441 South 900 East, Draper, UT 84020-1020, (801) 576-6504
Duchesne 160 So. Center, P.O. Box 974, Duchesne, UT 84021, (435) 738-2464
East Carbon 101 W. Genea, P.O. Box 70, East Carbon, UT 84520, (435) 888-6613
Elk Ridge 80 East Park Dr., Elk Ridge, UT 84651, (801) 423-2300
Elsinore 15 East 200 North, P.O. Box 208, Elsinore, UT 84724, (435) 527-3306
Enoch 4864 North 600 East, Enoch, UT 84720-9466, (435) 586-1119
Enterprise 375 South 200 East, P.O. Box 340, Enterprise, UT 84725, (435) 878-2221
Ephraim 5 South Main, Ephraim, UT 84627, (435) 283-4631
Escalante 56 North 100 West, P.O. Box 189, Escalante, UT 84726, (435) 826-4644
Fairview 85 South State, P.O. Box 97, Fairview, UT 84629, (435) 427-3858
Farmington 130 North Main, P.O. Box 160, Farmington, UT 84025-0160, (801) 451-2383
Farr West 2090 No. 2000 West, Farr West, UT 84404, (801) 731-4187
Ferron 15 East Main, Box 820, Ferron, UT 84523, (435) 384-2350
Fillmore 75 West Center, P.O. Box 687, Fillmore, UT 84631-2067, (435) 743-5233
Fountain Green 84 South State, P.O. Box 97, Fountain Green, UT 84632, (435) 445-3453
Francis Town P.O. Box 668 Kamas 84036 (435) 783-6236
Fruit Heights 910 South Mountain Road, Fruit Heights, UT 84037, (801) 546-0861
Garland 72 North Main, P.O. Box 129, Garland, UT 84312, (435) 257-3118
Genola 74 West 800 South, Genola, UT 84655, (435) 754-5300
Grantsville 429 East Main, Grantsville, UT 84029, (435) 884-3411
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<thead>
<tr>
<th>City</th>
<th>Address</th>
<th>Telephone</th>
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<tbody>
<tr>
<td>Parowan</td>
<td>Business Licensing, 5 So. Main, P.O. Box 576</td>
<td>(435) 477-3331</td>
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<tr>
<td>Payson City Corp.</td>
<td>439 W Utah Ave.</td>
<td>(801) 465-5267</td>
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<tr>
<td>Perry</td>
<td>City Office, 3005 So. 1200 West, Perry, UT 84302</td>
<td>(435) 723-6461</td>
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<tr>
<td>Plain City</td>
<td>Office, 4374 West 2575 North, Plain City, UT 84404</td>
<td>(435) 731-4908</td>
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<tr>
<td>Pleasant Grove</td>
<td>City Hall, 70 South 100 East, Box 515, Pleasant Grove, UT 84062</td>
<td>(801) 785-5045</td>
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<tr>
<td>Pleasant View</td>
<td>Office, 520 West Elberta Dr., Pleasant View, UT 84414</td>
<td>(435) 782-8529</td>
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<tr>
<td>Price</td>
<td>City Recorder, 185 East Main, Room 103, P.O. Box 893, Price, UT 84501</td>
<td>(435) 637-5010</td>
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<tr>
<td>Providence</td>
<td>City Office, 15 So. Main, Providence, UT 84332</td>
<td>(435) 752-9441</td>
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<tr>
<td>Provo City</td>
<td>Recorder's Office, 351 W. Center, P. O. Box 1849, Provo, UT 84603</td>
<td>(801) 379-6523</td>
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<tr>
<td>Redmond</td>
<td>Town Hall, 45 West Main, Redmond, UT 84652</td>
<td>(435) 529-3278</td>
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<tr>
<td>Richfield</td>
<td>City Office, 75 East Center, Box 250, Richfield, UT 84701</td>
<td>(435) 896-6430</td>
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<tr>
<td>Richmond</td>
<td>City Office, 6 West Main, P.O. Box 9, Richmond, UT 84333, (435) 258-2092</td>
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<tr>
<td>River Heights</td>
<td>City Hall, 662 South 600 East, River Heights, UT 84321</td>
<td>(435) 752-2646</td>
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<tr>
<td>Riverdale</td>
<td>City Office, 4600 South Weber River Dr., Riverdale, UT 84405</td>
<td>(801) 394-5541</td>
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<tr>
<td>Riverton</td>
<td>Business Licensing Department, 12830 S. Redwood Rd, Riverton, UT 84065</td>
<td>(801) 254-0704 or (801)208-3139</td>
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<tr>
<td>Roosevelt</td>
<td>City Office, 255 S. State, Box 36-8, Roosevelt, UT 84066</td>
<td>(435) 722-5001</td>
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<tr>
<td>Roy Development Services,</td>
<td>5051 So. 1900 W., Roy, UT 84067</td>
<td>(801) 774-1040</td>
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<tr>
<td>St. George</td>
<td>City Office, 175 East 200 North, St. George, UT 84770</td>
<td>(435) 634-5800</td>
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<tr>
<td>Salem City</td>
<td>Office, 30 West 100 South, Box 901, Salem, UT 84653</td>
<td>(435) 423-2770</td>
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<tr>
<td>Salina City</td>
<td>City Office, 90 West Main, Box 69, Salina, UT 84654</td>
<td>(435) 529-7304</td>
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<tr>
<td>Salt Lake City</td>
<td>Business Licensing Services, 451 So. State, Room 215, Salt Lake City, UT 84111</td>
<td>(801) 535-6644</td>
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<tr>
<td>Sandy City</td>
<td>Business Licensing, 10000 Centennial Pkwy, Sandy, UT 84070</td>
<td>(801) 568-7252</td>
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<tr>
<td>Santa Clara</td>
<td>City Office, 2721 Santa Clara Dr., Box 699, Santa Clara, UT 84765</td>
<td>(435) 673-6712</td>
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<tr>
<td>Santequin</td>
<td>City Office, 45 West 100 South, Santequin, UT 84655</td>
<td>(435) 754-3211</td>
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<tr>
<td>Smithfield</td>
<td>City Office, 69 North Main, Box 96, Smithfield, UT 84335</td>
<td>(435) 563-6226</td>
</tr>
<tr>
<td>South Jordan</td>
<td>City, 1600 W. Towne Center Dr, South Jordan, UT 84095</td>
<td>(801) 254-3742</td>
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<tr>
<td>South Ogden</td>
<td>Business Licensing, 3950 Adams Ave. #1, South Ogden, UT 84403</td>
<td>(801) 622-2707</td>
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<tr>
<td>South Salt Lake</td>
<td>Business Licensing, 220 East Morris Ave., Ste 200, South Salt Lake City, UT 84115</td>
<td>(801) 483-6063</td>
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<tr>
<td>South Weber</td>
<td>City Office, 1600 East South Weber Dr., South Weber, UT 84405</td>
<td>(801) 479-3177</td>
</tr>
<tr>
<td>Spanish Fork</td>
<td>City Office, 40 South Main, Spanish Fork, UT 84660</td>
<td>(801) 798-5000</td>
</tr>
<tr>
<td>Spring City</td>
<td>City Office, 150 East Center Street, Box 189, Spring City, UT 84662</td>
<td>(435) 462-2244</td>
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<tr>
<td>Springfield</td>
<td>Business Licensing, 50 South Main, Springfield, UT 84663</td>
<td>(801) 489-2700</td>
</tr>
<tr>
<td>Sunset City</td>
<td>Office, 85 West 1800 North, Sunset, UT 84015</td>
<td>(801) 825-1628</td>
</tr>
<tr>
<td>Syracuse</td>
<td>City Office, 1787 So. 2000 West, Syracuse, UT 84075</td>
<td>(801) 825-1477</td>
</tr>
<tr>
<td>Taylorsville</td>
<td>City Office, 2600 West Taylorsville Blvd., Taylorsville, UT 84118</td>
<td>(801) 963-5400</td>
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<tr>
<td>Tooele City</td>
<td>Recorder, 90 North Main, Tooele, UT 84074</td>
<td>(435) 843-2110</td>
</tr>
<tr>
<td>Tremonton</td>
<td>City Office, 102 South Tremont, Box 100, Tremonton, UT 84337</td>
<td>(435) 257-3324</td>
</tr>
<tr>
<td>Uintah Town Hall</td>
<td>2105 East 6550 South Uintah, UT 84405</td>
<td>(435) 479-4130</td>
</tr>
<tr>
<td>Vernal City</td>
<td>Office, 447 East Main, Vernal, UT 84078</td>
<td>(435) 789-2255</td>
</tr>
<tr>
<td>Washington</td>
<td>City Office, 111 No. 100 East, Box 575, Washington, UT 84780</td>
<td>(435) 628-1666</td>
</tr>
<tr>
<td>Washington Terrace</td>
<td>City Office, 5249 South 400 E, Washington Terrace, UT 84405</td>
<td>(801) 395-8280</td>
</tr>
<tr>
<td>Wellington</td>
<td>City Recorder, 150 West Main Street, P.O. Box 559, Wellington, UT 84542</td>
<td>(435) 637-5213</td>
</tr>
<tr>
<td>Wellsville</td>
<td>City Office, 75 So. 100 E., Box 6, Wellsville, UT 84339</td>
<td>(435) 245-3686</td>
</tr>
<tr>
<td>Wendover City</td>
<td>Office, 195 So. 1st Street, Box 326, Wendover, UT 84083</td>
<td>(435) 665-2323</td>
</tr>
<tr>
<td>West Bountiful</td>
<td>City Recorder, 550 North 800 West, West Bountiful, UT 84087</td>
<td>(801) 292-4486</td>
</tr>
<tr>
<td>West Jordan</td>
<td>Business Licensing, 8000 S. Redwood Rd., West Jordan, UT 84088</td>
<td>569-5010</td>
</tr>
<tr>
<td>West Point</td>
<td>City, 3200 West 300 North, West Point, UT 84015</td>
<td>(435) 776-0970</td>
</tr>
<tr>
<td>West Valley City</td>
<td>Business Licensing, 3600 South Constitution Blvd., West Valley City, UT 84119</td>
<td>(801) 963-3290</td>
</tr>
<tr>
<td>Willard</td>
<td>City Hall, 80 West 50 South, P.O. Box 593, Willard, UT 84340</td>
<td>(435) 734-9881</td>
</tr>
<tr>
<td>Woods Cross</td>
<td>City Office, 1555 South 800 West, Woods Cross, UT 84087</td>
<td>(801) 292-4421</td>
</tr>
</tbody>
</table>
Counties

Beaver County  Clerk, 105 East Center, P.O. Box 392, Beaver, UT 84713, (435) 438-2330
Box Elder County  Courthouse, 1 South Main, Brigham City, UT 84302, (435) 734-2031
Cache County  170 N Main, Logan, UT 84321, (435) 752-3542
Carbon County  Courthouse, County Clerk's Office, 120 East Main, Price, UT 84501, (435) 637-4700
Daggett County  Courthouse, 95 North 1st West, P.O. Box 219, Manila, UT 84046, (435) 784-3154
Davis County  Courthouse, 28 E. State Street, Room 221, P.O. Box 618, Farmington, UT 84025, (801) 451-3279
Duchesne County  Clerk, 50 East 100 South, Drawer 910, Duchesne, UT 84021, (800) 448-2107
Emery County  Courthouse, 95 East Main, P.O. Box 907, Castle Dale, UT 84513, (435) 381-2465
Garfield County  Courthouse, 55 South Main, P.O. Box 77, Panguitch, UT 84759, (435) 676-8826
Grand County  Courthouse, County Clerk's Office, 125 East Center, Moab, UT 84532, (435) 259-5645
Iron County  Courthouse, 68 South 100 East, P.O. Box 429, Parowan, UT 84761, (435) 477-3375
Juab County  Clerk's Office, 160 North Main, Nephi, UT 84648, (435) 623-0271
Kane County  Courthouse, County Clerk's Office, 76 North Main, Kanab, UT 84741, (435) 644-2458
Millard County  Courthouse, 765 S. Hwy 99, Star Route Box 55, Fillmore, UT 84631, (435) 743-6223
Morgan County  Courthouse, 48 West Young Street, P.O Box 886, Morgan, UT 84050, (801) 829-6811
Piute County  Courthouse, County Clerk's Office, 21 North Main, Junction, UT 84740, (435) 577-2840
Rich County  Courthouse, County Clerk's Office, 20 South Main, Randolph, UT 84604, (435) 793-2415
Salt Lake County  Business Licensing, 2001 South State Suite 3600, Salt Lake City, UT 84190, (801) 468-2000
San Juan County  Courthouse, 117 South Main, P.O. Box 338, Monticello, UT 84535, (435) 587-3223
Sanpete County  Sanpete County Clerk, 160 North Main, Manti, UT 84642, (435) 835-2131
Sevier County  ty Courthouse, 250 North Main, P.O. Box 517, Richfield, UT 84701, (435) 896-9262 Ext. 201
Summit County  Courthouse, 60 North Main, P.O. Box 128, Coalville, UT 84017, (435) 336-4451
Tooele County  Courthouse, County Clerk's Office, 47 South Main Street, Tooele, UT 84074, (435) 882-9100
Uintah County  Auditor, 147 East Main, Vernal, UT 84078, (435) 781-5481
Utah County, Office of Planning, 100 East Center, Suite 3800, Provo, UT 84606, (801) 370-8344
Wasatch County  Clerk's Office, 25 North Main, Heber, UT 84032, (435) 654-3211
Washington County  Administration Building, 197 East Tabernacle, St. George, UT 84770, (435) 673-3486
Wayne County  Clerk, 18 South Main, P.O. Box 189, Loa, UT 84747, (435) 836-2731
Weber County  Business Licensing, 2510 Washington Blvd., Ogden, UT 84401, (801) 399-8374

Small Business Development Centers
There are many Small Business Development Centers (SBDCs) located throughout the state. They provide free, personal counseling to new business owners in planning, finance, marketing and management. For information regarding the SBDC near you, contact the Salt Lake City Office:
102 West 500 South, Suite 315, Salt Lake City, UT 84101, Phone: (801)957-3480

Under GRAMA {63-2-201}, all registration information maintained by the Division is classified as public record. For confidentiality purposes, you may use the business entity physical address rather than the residential or private address of any individual affiliated with the entity.