



UTAH DEPARTMENT OF AGRICULTURE AND FOOD
 REGULATORY SERVICES DIVISION
 350 N REDWOOD RD • PO BOX 146500
 SALT LAKE CITY, UT 84114-6500
 (801) 538-4956 • FAX (801) 538-4949

FOR OFFICE USE ONLY
Customer Number _____
Date Approved _____

APPLICATION FOR COTTAGE FOOD ESTABLISHMENT

Section 1 Business Information

NAME OF APPLICANT: _____

NAME OF BUSINESS: _____

ADDRESS OF THE HOME WHERE PRODUCTION WILL OCCUR:

Street Address	City	ZIP	County
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APPLICANT MAILING ADDRESS (if different from above):

Street Address or PO Box	City	ZIP	County
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ADDITIONAL CONTACT INFORMATION:

Primary phone # _____	Alternate phone # _____
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 Email Address

Section 2 Production Information

FOOD TYPES TO BE PROCESSED OR PACKAGED

- | | | |
|---|--|---|
| <input type="checkbox"/> Baked Goods | <input type="checkbox"/> Honey | <input type="checkbox"/> Popcorn |
| <input type="checkbox"/> Cakes/Cupcakes | <input type="checkbox"/> Dressings/Sauces* | <input type="checkbox"/> Dry Goods |
| <input type="checkbox"/> Breads | <input type="checkbox"/> Candy/Chocolates | <input type="checkbox"/> Dehydrated foods** |
| <input type="checkbox"/> Pies | <input type="checkbox"/> Jams or Jellies | |
| <input type="checkbox"/> Cookies | | |

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



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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.**

Title/Chapter/Section: Go To

[Utah Code](#)

[Title 4](#) Utah Agricultural Code

[Chapter 5](#) Utah Wholesome Food Act

Section 9.5 Cottage food production operations.

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)(iii)(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

Potentially Hazardous Foods that are not allowed

Foods that are allowed (but may need to be tested)

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

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State of Utah
DEPARTMENT OF COMMERCE
Division of Corporations & Commercial Code
BUSINESS LICENSING & REGISTRATION GUIDE

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 licensure 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

Web Site: <http://www.corporations.utah.gov>

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 licensure.

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. Geneva, 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 84631-0687, (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

Green River 240 East Main, Box 620, Green River, UT 84525, (435) 564-3448
Gunnison 38 West Center, P.O. Box 790, Gunnison, UT 84634, (435) 528-7969
Harrisville 363 W. Independence Blvd., Harrisville, UT 84404, (801) 782-9648
Heber 75 North Main, Heber City, UT 84032, (435) 654-0757
Helper 73 South Main, P.O. Box 221, Helper, UT 84526, (435) 472-5391
Herriman 13011 South Pioneer St, Herriman, UT 84065, (801) 446-5323
Highland 5378 West 10400 North, Highland, UT 84003, (801) 756-5751
Hildale 320 East Newell Ave., P.O. Box 490, Hildale, UT 84784, (435) 874-2323
Hinckley 161 E. 300 North, P.O. Box 108, Hinckley, UT 84635, (435) 864-3522
Holladay 4580 S 2300 E Holladay 84117 (801) 272-9450
Honeyville 7478 North 3600 West, Box 142, Honeyville, UT 84314, (435) 279-8427
Huntington City 20 South Main, P.O. Box 126, Huntington, UT 84528, (435) 687-2436
Hurricane 147 North 870 West, Hurricane, UT 84737, (435) 635-2811 Ext 4
Hyde Park 113 East Hyde Park Lane, P.O. Box 489, Hyde Park, UT 84318, (435) 563-6507
Hyrum 83 West Main, Hyrum, UT 84319, (435) 245-6033
Ivins 90 West Center, P.O. Box 789, Ivins, UT 84738, (435) 628-0606
Kamas City Hall 30 South Main, Box 7, Kamas, UT 84036, (435) 783-4630
Kanab Business Licensing 76 North Main #14, Kanab, UT 84741, (435) 644-2534
Kaysville Business License Office 23 East Center, Kaysville, UT 84037, (801) 544-1363
LaVerkin Business Licensing 111 South Main, P.O. Box 265, LaVerkin, UT 84745, (435) 635-2581
Layton City Community Development 437 N. Wasatch Dr., Layton, UT 84041, (801) 546-8500
Lehi Business Licensing 99 W. Main Street, Ste. 100, Lehi, UT 84043, (801) 768-3545
Lewiston City Hall, 29 South Main, P.O. Box 36, Lewiston, UT 84320, (435) 258-2141
Lindon Business Licensing, 383 West Lakeview Road, Lindon, UT 84042, (435) 785-5043
Logan Business Licensing, 255 N. Main, Logan, UT 84321-0527, (435)716-9234 or (435)716-9233
Manti Business Licensing, 50 South Main, Suite #1, Manti, UT 84642, (435) 835-2401
Mantua Town Clerk, 409 North Main, Mantua, UT 84324, (435) 723-7054
Mapleton City Office, 35 East Maple Street, Mapleton, UT 84664, (801) 489-5655
Mendon Town Hall, P.O. Box 70, Mendon, UT 84325, (435) 752-2439
Midvale Business License Dept., 655 West Center St, Midvale, UT 84047, (801) 567-7200
Midway City Recorder, 75 North 100 West, P.O. Box 277, Midway, UT 84049, (435) 654-3223 Ext 106
Milford City Hall, 302 South Main, P.O. Box 69, Milford, UT 84751, (435) 387-2711
Millville City Hall, 490 East 300 South, Millville, UT 84326, (435) 752-8943
Minersville Town Hall, 60 West Main, P.O. Box 159, Minersville, UT 84752, (435) 386-2242
Moab City Office, 217 East Center Street, Moab, UT 84532, (435) 259-5121
Monroe City Hall, 10 North Main, Box A, Monroe, UT 84754, (435) 527-4621
Monticello City Office 17 North 100 East, Box 457, Monticello, UT 84535, (435) 587-2271
Morgan Business Licensing 90 West Young Street, Box 1085, Morgan, UT 84050-1085, (801) 829-3461 Ext 1062
Moroni City Hall 36 North Center, Box 10, Moroni, UT 84646, (435) 436-8359
Mt. Pleasant City Hall, 115 W. Main, Mt. Pleasant, UT 84647, (435) 462-2456
Murray Business Licensing 5025 South State, Rm. 113, P.O. Box 57520, Murray, UT 84157-0520, (801) 264-2661
Naples Business Licensing 1420 East 2850 South, Naples, UT 84078, (435) 789-9090
Nephi City Recorder, 21 East 100 North, Nephi, UT 84648, (435) 623-0822
Newton Town Hall, Box 146, Newton, UT 84327, (435) 563-9283
Nibley City Hall, 296 West 3200 South, Nibley, UT 84321, (435) 752-0431
North Logan Business Licensing, 2076 North 1200 East, North Logan, UT 84321, (435) 752-1310
North Ogden City Office, 505 East 2600 North, North Ogden, UT 84414, (801) 782-7211
North Salt Lake City Office, 20 South Highway 89, Box 208, North Salt Lake, UT 84054, (801) 298-3877
Oakley City P.O. Box 129 Oakley 84055 (435) 783-5734
Ogden Community Development, 2549 Washington Blvd., Ste. 240, Ogden, UT 84401, (801) 629-8962
Orangeville City Hall, 5 North Main, P.O. Box 677, Orangeville, UT 84537, (435) 748-2651
Orem Division of Licensing, 56 North State, Room 114, Orem, UT 84057, (801)229-7052 or (801)229-7009
Panguitch City Office, 25 South 200 East, Box 75, Panguitch, UT 84759, (435) 676-8585
Paradise Town Recorder, 9035 South 100 West, Paradise, UT 84328, (435) 245-6737
Park City Business Licensing, 445 Marsac, P.O. Box 1480, Park City, UT 84060, (435) 615-5220

Parowan, Business Licensing, 5 So. Main, P.O. Box 576, Parowan, UT 84761, (435) 477-3331,
Payson City Corp. 439 W Utah Ave. Payson 84651 (801) 465-5267
Perry City Office, 3005 So. 1200 West, Perry, UT 84302, (435) 723-6461
Plain City City Office, 4374 West 2575 North, Plain City, UT 84404, (435) 731-4908
Pleasant Grove City Hall, 70 South 100 East, Box 515, Pleasant Grove, UT 84062, (801) 785-5045
Pleasant View City Office, 520 West Elberta Dr., Pleasant View, UT 84414, (435) 782-8529
Price City Recorder, 185 East Main, Room 103, P.O. Box 893, Price, UT 84501, (435) 637-5010
Providence City Office, 15 So. Main, Providence, UT 84332, (435) 752-9441
Provo City Recorder's Office, 351 W. Center, P. O. Box 1849, Provo, UT 84603, (801) 379-6523
Redmond Town Hall, 45 West Main, Redmond, UT 84652, (435) 529-3278
Richfield City Office, 75 East Center, Box 250, Richfield, UT 84701, (435) 896-6430
Richmond City Office, 6 West Main, P.O. Box 9, Richmond, UT 84333, (435) 258-2092
River Heights City Hall, 662 South 600 East, River Heights, UT 84321, (435) 752-2646
Riverdale City Office, 4600 South Weber River Dr., Riverdale, UT 84405, (801) 394-5541
Riverton Business Licensing Department, 12830 S. Redwood Rd, Riverton, UT 84065, (801)254-0704 or (801)208-3139
Roosevelt City Office, 255 S. State, Box 36-8, Roosevelt, UT 84066, (435) 722-5001
Roy Development Services, 5051 So. 1900 W., Roy, UT 84067, (801) 774-1040
St. George City Office, 175 East 200 North, St. George, UT 84770, (435) 634-5800
Salem City Office, 30 West 100 South, Box 901, Salem, UT 84653, (435) 423-2770
Salina City Office, 90 West Main, Box 69, Salina, UT 84654, (435) 529-7304
Salt Lake City Business Licensing Services, 451 So. State, Room 215, Salt Lake City, UT 84111, (801) 535-6644
Sandy City Business Licensing, 10000 Centennial Pkwy, Sandy, Ut 84070, (801) 568-7252
Santa Clara City Office, 2721 Santa Clara Dr., Box 699, Santa Clara, UT 84765, (435) 673-6712
Santaquin, City Office, 45 West 100 South, Santaquin, UT 84655, (435) 754-3211
Smithfield City Office, 69 North Main, Box 96, Smithfield, UT 84335, (435) 563-6226
South Jordan City, 1600 W. Towne Center Dr, South Jordan, UT 84095, (801) 254-3742
South Ogden Business Licensing, 3950 Adams Ave. #1, South Ogden, UT 84403, (801) 622-2707
South Salt Lake Business Licensing, 220 East Morris Ave., Ste 200, South Salt Lake City, UT 84115, (801) 483-6063
South Weber City Office, 1600 East South Weber Dr., South Weber, UT 84405, (801) 479-3177
Spanish Fork City Office, 40 South Main, Spanish Fork, UT 84660, (801) 798-5000
Spring City City Office, 150 East Center Street, Box 189, Spring City, UT 84662, (435) 462-2244
Springville, Business Licensing, 50 South Main, Springville, UT 84663, (801) 489-2700
Sunset City Office, 85 West 1800 North, Sunset, UT 84015, (801) 825-1628
Syracuse City Office, 1787 So. 2000 West, Syracuse, UT 84075, (801) 825-1477
Taylorville City Office, 2600 West Taylorville Blvd., Taylorville, UT 84118, (801) 963-5400
Tooele City Recorder, 90 North Main, Tooele, UT 84074, (435) 843-2110
Tremonton City Office, 102 South Tremont, Box 100, Tremonton, UT 84337, (435) 257-3324
Uintah Town Hall, 2105 East 6550 South Uintah, UT 84405, (435) 479-4130
Vernal City Office, 447 East Main, Vernal, UT 84078, (435) 789-2255
Washington City Office, 111 No. 100 East, Box 575, Washington, UT 84780, (435) 628-1666
Washington Terrace City Office, 5249 South 400 E, Washington Terrace, UT 84405, (801) 395-8280
Wellington City Recorder, 150 West Main Street, P.O. Box 559, Wellington, UT 84542, (435) 637-5213
Wellsville, City Office, 75 So. 100 E., Box 6, Wellsville, UT 84339, (435) 245-3686
Wendover City Office, 195 So. 1st Street, Box 326, Wendover, UT 84083, (435) 665-2323
West Bountiful City Recorder, 550 North 800 West, West Bountiful, UT 84087, (801) 292-4486
West Jordan Business Licensing, 8000 S. Redwood Rd., West Jordan, UT 84088, 569-5010
West Point City, 3200 West 300 North, West Point, UT 84015, (435) 776-0970
West Valley City Business Licensing, 3600 South Constitution Blvd., West Valley City, UT 84119, (801) 963-3290
Willard City Hall, 80 West 50 South, P.O. Box 593, Willard, UT 84340, (435) 734-9881
Woods Cross City Office, 1555 South 800 West, Woods Cross, UT 84087, (801) 292-4421

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) (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.