



# Business License Checklist

Ogden City Customer Service Center  
2549 Washington Blvd. Suite 240  
Ogden, UT 84401  
Phone: 801-629-8962

Business Name: \_\_\_\_\_ Business Address: \_\_\_\_\_

Ogden, UT Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

General Plan District: \_\_\_\_\_ Zoning: \_\_\_\_\_ Census: \_\_\_\_\_ Traffic \_\_\_\_\_

*To be filled out by staff*

To determine if an inspection of the premises is needed, please answer the following questions as they pertain to your business.

What type of business was in this space/building before? \_\_\_\_\_

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Will you have to <b>remodel</b> the building to occupy the space for your use? (Permits and contractors will be necessary before the business may be opened)
<input type="checkbox"/>	<input type="checkbox"/>	Does the building have address numbers for easy identification? (Emergency vehicles need to be able see the address from the street)
<input type="checkbox"/>	<input type="checkbox"/>	Does the entry door have an <b>EXIT</b> sign at the main door or entry? (In addition to the exit sign, there must be a sign with 1 inch block letters on the door stating) <b>“This Door to Remain Unlocked During Business Hours”</b>
<input type="checkbox"/>	<input type="checkbox"/>	Will you have a business sign installed for your business? (A sign permit is needed and a State Licensed Sign Contractor would be required to install any outdoor sign.)
<input type="checkbox"/>	<input type="checkbox"/>	Do you have <b>restroom facilities</b> for you and your employees? (A separate restroom for each sex is required when there are four or more employees and both sexes are employed. <b>Restaurants</b> require restrooms for the public in addition to facilities for employees. )
<input type="checkbox"/>	<input type="checkbox"/>	Do all stairs have handrails on <b>both sides</b> of the stairs? (Guardrails are needed for any open stair or balcony area.)
<input type="checkbox"/>	<input type="checkbox"/>	Are there sufficient electrical receptacles for your needs? (Extension cords are <b>NOT</b> permitted. Adding electrical outlets would require a permit and State Licensed Contractor to perform the work.)
<input type="checkbox"/>	<input type="checkbox"/>	Has <b>Weber-Morgan Health Department</b> approved any food preparation?
<input type="checkbox"/>	<input type="checkbox"/>	I understand that I must have <b>Fire Department</b> approval before I open for business.

I hereby acknowledge that I received a copy of these minimum standards and that my business location will meet these standards during my tenancy.

\_\_\_\_\_  
Name of business owner or agent