Thank you for coordinating your efforts, to create a food establishment, with the Utah Department of Agriculture and Food (UDAF). Enclosed is a summary of some of the requirements that a food establishment must meet before opening for business in Utah.

A brief summary of the minimum requirements that must be met are as follows:

- A utility sink for washing cleaning tools and disposing of mopwater.
- A clean room for any area where exposed food will be handled, processed, or packaged. This room shall be constructed with the following provisions:
  - A three compartment sink with dual drain boards.
    Some 3 compartment sinks will need to be indirectly drained into a floor sink.
  - At least one hand wash sink to be used exclusively for hand washing.
    This sink is in addition to the hand sink located in the restroom.
- Floors, walls and ceilings must be smooth, durable, easily cleanable, and nonabsorbent.
  **Note:** An exposed roof assembly is NOT a ceiling!
- All lights must be shielded.
- Adequate storage to protect clean equipment and utensils from potential contamination.
- Storage facilities to keep product and supplies at least 6” above the floor.

UDAF requires an electronic plan submittal for new construction and remodels, as an email or a CD, both of which must be in PDF format. The plan submittal must be made prior to the start of construction. The plan submittal must include the floor layout showing equipment placement, and required plumbing fixtures. A separate plumbing sheet showing plumbing details and a sheet detailing construction type and finishes for floors, ceilings, and walls is required.

Construction may not begin until a letter of plan approval letter sent by the UDAF has been received by the submitter.

After construction and before opening, a pre-opening or pre-operational inspection is required to ascertain compliance. Plans may be emailed to Jay Schvaneveldt at nschvaneveldt@utah.gov.

Please contact us at 801-538-7124, when the facility is ready for an inspection. If you have any questions, please don’t hesitate to call the above number.

Respectfully:

Jay Schvaneveldt, Food Program Supervisor
Regulatory Services
The “small” category states less than 4 employees. Is that full-time and/or part-time employees?

This is the total number of employees working at the food establishment. It doesn’t matter whether the employees are full or part time.

Is the square footage based on the whole store or just the part with food items?

The Utah Department of Agriculture and Food bases the square footage on the areas of the store that is inspected.

Why is UDAF charging fees?

The state legislature passed a bill requiring fees for food establishments.

When will I be charged?

Annual registration invoices will be mailed out in October and November. Fees will be due December 31 of that year.

What if I don’t want to be inspected?

Inspection is mandated by the Utah Wholesome Food Act. This Act ensures a safe food supply to protect the public.

What if I don’t pay the fees?

Additional regulatory action will be taken.

What happens to my registration if I sell my business?

Registrations are not transferable. The new owner will need to obtain a registration.
Are dietary supplement processors, food and beverage warehouses and retail stores considered food establishments?

Facilities where food is manufactured, processed, packaged, stored, transported, prepared or sold are defined as food establishments. Dietary supplements are considered food.

Are alcoholic beverage processors (beer, wine) considered food establishments?

UDAF inspects these facilities because alcoholic beverages are consumed.

Is there any exemption for non-profit organizations or businesses?

No, the state legislature did not exempt non-profit food establishments.
FOOD ESTABLISHMENT REQUIREMENTS

1. **Three-compartment sink with dual drainboards**
   A sink with at least three compartments shall be provided for manually washing, rinsing and sanitizing equipment. And shall be provided in any establishment handling exposed food products. The three-compartment sink shall be indirectly drained, have dual, self-draining drainboards, be large enough to accommodate immersion/washing of the largest equipment and utensils, and be supplied (as must all sinks) with adequate pressure and temperature of hot and cold water. Any other sink used for culinary purposes shall also be indirectly drained.

   *Testing Devices*
   A thermometer and a sanitizing solution concentration test kit shall be readily available to test the temperatures and the sanitizing solution concentration of the wash-rinse-sanitize process. A food thermometer shall also be provided in an establishment that prepares or processes potentially hazardous food products.

2. **Handsink**
   A handwashing facility shall be located to allow convenient use by employees in food preparation, food dispensing, and warewashing areas; and in, or immediately adjacent to, toilet rooms. Handwash sinks shall be used exclusively for handwashing and shall be supplied with handwashing cleanser and an approved method for drying hands, and be supplied with adequate pressure and temperature of hot and cold water. Handwashing facilities shall be installed as required by the International Plumbing Code.

3. **Utility sink**
   At least one service sink or curbed cleaning facility with a floor drain shall be provided and used for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water or similar liquid waste.

4. **Clean Room for Processing**—applies to any area where exposed food is handled, processed, or packaged.

   **A. Flooring:**
   - Floors and floor coverings of all food preparation, food storage and warewashing areas and floors of all walk-in refrigerators, dressing rooms, locker rooms, toilet rooms and vestibules shall be constructed of smooth, durable materials, such as sealed concrete, terrazzo, quarry tile, ceramic tile, durable grades of vinyl, asbestos, or plastic tile, or tight fitting wood impregnated with plastic and shall be maintained in good repair.
   - Carpeting is prohibited in preparation areas, walk-in refrigerators, warewashing areas, toilet room areas, refuse storage rooms or other areas where the floor is subject to moisture.
   - Floor and wall junctures shall be coved and closed to no larger than 1mm. Floors subject to water flush cleaning shall be provided with properly installed trapped drains and be graded to drain. These floor and wall junctures shall be coved and sealed.

   **B. Walls, Wall Coverings, and Ceilings**
   - Wall and Ceiling surfaces shall be smooth, light-colored, durable, easily cleanable and nonabsorbent.
   - Except in areas used only for dry storage, concrete, porous blocks, or bricks used for indoor wall construction shall be finished and sealed to provide a smooth, nonabsorbent, easily cleanable surface.
• Utility service lines and pipes may not be unnecessarily exposed.
• Attachments to walls and ceilings in processing areas, such as light fixtures, vent covers, fans, etc, shall be easily cleanable.

5. Restrooms
Toilet facilities shall be installed and of the number required by the International Plumbing Code. They shall be conveniently located and shall be accessible to employees at all times. They shall be completely enclosed and shall have tight-fitting, self-closing solid doors, except for louvers that may be necessary for ventilation systems.

Toilet rooms shall not open directly into a food processing area. This requirement can be met by (1) installing two self-closing doors between the processing area and the toilet room; or (2) having the toilet room open into another area, such as a hallway or storage area, with a distance of at least 15 feet between the door of the toilet room and the processing area.

6. Lights
Light bulbs shall be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food; clean equipment, utensils, and linens.
Lighting, at a distance of 30 inches above the floor, shall have the following intensities:
• Walk in refrigeration units and dry food storage areas—at least 10 foot candles.
• Food display areas, inside equipment such as refrigerators, warewash areas, restrooms—at least 20 foot candles.
• Areas where employees are working with equipment such as knives, grinders, slicers, saws, or where employee safety is a factor—at least 50 foot candles.

7. Equipment and Food Contact Surfaces
Materials that are used in the construction of utensils and food-contact surfaces of equipment may not allow the migration of deleterious substances or impart colors, odors, or tastes to food and under normal use conditions shall be: safe; durable, corrosion-resistant, and nonabsorbent; sufficient in weight and thickness to withstand repeated warewashing; finished to have a smooth, easily cleanable surface; and resistant to pitting, chipping, crazing, scratching, scoring, distortion, and decomposition. Bare wood is prohibited in most circumstances—except for cutting boards, cutting blocks, bakers’ tables and shipping containers of whole, uncut, raw fruits, vegetables and nuts in the shell.

Multiuse food-contact surfaces shall be: smooth; free of breaks, open seams, cracks, chips, pits, and similar imperfections; free of sharp internal angles, corners, and crevices; finished to have smooth welds and joints; and accessible for cleaning and inspection by one of the following methods: Without being disassembled, by disassembling without the use of tools, or by easy disassembling with the use of handheld tools commonly available to maintenance and cleaning personnel such as screw drivers, pliers, open-end wrenches and Allen wrenches that are kept near the equipment.

Equipment shall be installed so that it may either be moved for ease of cleaning or shall be installed to allow at least six inches clearance between the floor and the equipment or four inches between the table and equipment, for table-mounted equipment. All tables and equipment that are not easily movable shall be spaced to allow cleaning on all sides of the equipment, spaced adjacently to adjoining equipment with a distance of not more than one millimeter, or sealed to adjoining equipment or walls.
8. **Food and Equipment Storage**
   All food, equipment and single service articles shall be stored in a clean, dry location; where it is not exposed to splash, dust, or other contamination; and at least 6 inches above the floor or on case lot handling equipment (unless the food is unpackaged).

   Food may not be stored: in locker rooms; in toilet rooms; in dressing rooms; in garbage rooms; in mechanical rooms; under sewer lines that are not shielded to intercept potential drips; under leaking water lines, including leaking automatic fire sprinkler heads, or under lines on which water has condensed; under open stairwells; or under other sources of contamination.

9. **Ventilation**
   Ventilation hoods shall be installed to prevent grease or condensation from collecting on walls and ceilings, and shall be designed to be easily cleanable. All rooms, including toilet rooms, shall have sufficient ventilation to keep them free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes. Ventilation systems shall be installed and operated according to state and local requirements.

   Type I suppression hood systems are required for indoor, open flame roasting according to the Uniform Fire Code and the International Mechanical Code. Local building/fire codes would regulate the necessity for ventilation and fire suppression systems. Please check all local building/fire codes that apply to indoor, open flame roasting in your area.

10. **Bulk Food**
    Bulk food modules shall be designed with close fitting, self-closing, individual covers and a method for storing product scoops. All bins shall be easily cleanable and designed so that they can be removed individually for cleaning. If bulk food modules are used, a three-compartment sink or an approved warewashing machine shall be present for the washing of these containers.

    Bulk bins are required to be labeled with (1) The manufacturer’s or processor’s label that was provided with the food; or (2) a card, sign, or other method of notification that includes: The common name of the food, a list of ingredients in descending order of predominance by weight (if made from two or more ingredients), and nutrition labeling, except as exempted in the Federal Food, Drug, and Cosmetic Act Sec. 403(Q)(3)-(5).

11. **Ice Machines**
    Ice for consumer use shall be dispensed only by the employees with scoop, tongs or other dispensing utensils or through automatic self-service ice dispensing equipment designed so that the consumer does not come into manual contact with the bulk ice. Ice machines shall be indirectly drained.

12. **Back flow Prevention**
    There shall be no cross connection between the potable water supply and any nonpotable or questionable water supply.

    Plumbing systems shall be installed to preclude backflow of a solid, liquid, or gas contaminant into the water supply system at each point of use at the food establishment, including on a hose bib if a hose is attached or on a hose bib if a hose is not attached and backflow prevention is required by law. This shall be accomplished by providing an air gap.
or by installing an approved backflow prevention device, both as required by the International Plumbing Code.
*A spray nozzle on the end of a hose is considered a downstream valve, and a Pressure Vacuum Breaker or equivalent is required.

13. **Sewage disposal system**
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 health department requirements.

14. **Garbage**
Equipment and receptacles for refuse, recyclables, and returnables and for use with materials containing food residue shall be durable, cleanable, insect and rodent resistant, leakproof, and nonabsorbent. Containers shall also be of an adequate number to hold all the refuse that accumulates. Refuse, recyclables, and returnables shall be kept covered and shall be removed from the premises at a frequency that will minimize the development of objectionable odors and other conditions that attract or harbor insects and rodents.

Outside garbage and refuse containers shall be stored on a hard, easily cleanable surface.

15. **Employee Lockers**
If employees routinely change clothes within the establishment, rooms or areas shall be designated and used for that purpose. Lockers or other suitable facilities shall be provided and used for the orderly storage of employee’s clothing and other belongings.

16. **Parking Areas**
The walking and driving surfaces of all exterior areas of food establishments shall be surfaced with concrete, asphalt or with gravel or similar material effectively treated to facilitate maintenance and minimize dust.

17. **Living Quarters**
No operation of a food establishment shall be conducted in any room used as living or sleeping quarters. All food processing and packaging areas shall have no doors, windows, or other entrances leading into living or sleeping quarters. Food prepared in a private home may not be used or offered for human consumption in a food establishment.

18. **Laundry**
Laundry facilities in a food establishment shall be done in separate rooms except that such operations may be conducted in storage rooms containing only packaged food and packaged single service articles. Only linens and work clothes used in the operation shall be laundered in the laundry facilities provided on the premises.

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

19. **Dishwashing Machines**
Dishwashing machines shall be properly installed and operated as required in the Utah Food Protection Rule.
20. Water Source
Drinking water shall be obtained from an approved source. Private water systems shall be constructed, maintained, and operated according to R309 101-113, Rules for Public Drinking Water Systems.

21. Plumbing
Plumbing systems shall be designed, constructed, installed, and operated according to the International Plumbing Code.

22. HACCP Plans
HACCP plans, Hazard Analysis and Critical Control Point, are required when smoking, curing, or reduced oxygen packaging meat. HACCP plans are also required for fish processing.

The Utah Department of Agriculture and Food (UDAF) requires plan submission and approval before construction or remodeling of a food establishment. Plan submission should include a schedule of floors, walls and ceilings, a scaled layout of the floor plans of approximately ¼ inch = 1 foot, and should include information showing that the pertaining requirements mentioned above will be met.

Before opening, a pre-opening inspection is required which consists of a walk-through evaluation as to whether the food establishment meets the requirements to process, package, or store food in Utah.

After opening, UDAF inspects food establishments approximately twice a year. These inspections are unscheduled and unannounced.

This summary is not an all-inclusive set of rules governing food establishments. For more information on requirements, an online copy of the Utah Food Protection Rule is available at www.ag.utah.gov, under food safety.

Other sets of law governing food safety:
Code of Federal Regulations (CFR) is available at www.access.gov/nara/cfr/index.html, Title 21 covers food and drugs.
The FDA Food Code is available at www.cfsan.fda.gov, under “Special Interest Areas.”

Please call with any questions or to contact a Compliance Officer concerning an inspection.

Utah Department of Agriculture and Food, Division of Regulatory Services phone number: (801) 538-7124.
NEW FEE INFORMATION FOR THE FOOD COMPLIANCE PROGRAM

Dear Business Owner/Operator:

Due to the increasingly tight State budget constraints, the Utah State Legislature passed House Bill 283 in the spring of 2004 that adopted an annual food establishment registration fee. This type of fee program is patterned after similar programs that are currently in use by many other states. The fee schedules are based on parameters established by the Legislature and reflect the size, employee number, and complexity of operations that occur at each food establishment.

From our current data base, your business has been classified as:

MEDIUM

Registration Fee is: $90.00

Do Not Pay

This is NOT A BILL

Please see the enclosed pamphlet that shows the various categories for food establishment fees. The fee assessment is designed to take into account the size, employees, and operations in the food establishment. Enclosed is a list of definitions of the types of devices referred to in the Weights and Measures pamphlet. Below are examples of how a business’ size might be classified:

A. If a food establishment has:
   500 Square feet
   1 Employee
   No food processing
   The business is considered SMALL

B. If a food establishment has:
   50,000 Square feet
   More than 4 employees
   2 Food processing areas
   The business is considered SUPER

More examples can be seen on the Utah Department of Agriculture and Food's Website: [http://ag.utah.gov](http://ag.utah.gov)

Also enclosed is an informational survey that will help us to update our database. Please review your classification located in the box above and compare it to the enclosed information sheets to ensure accuracy.

If there are inaccuracies between our current information and your assessment, please fill out the appropriate survey form(s) and return it to the Utah Department of Agriculture and Food, Division of Regulatory Services, P.O. Box 146500, Salt Lake City, Utah 84114-6500, or FAX to: (801) 538-4949.

If this corrected survey form is not received by Wednesday, August 25, 2004, then our current information (see above) will be used to register your business.

Thank you for your assistance. If you have any questions, please contact us at:

Phone: (801) 538-7159    Food Compliance Program
FAX: (801) 538-4949
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

**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.

<table>
<thead>
<tr>
<th>Cities</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Alpine</td>
<td>20 North Main Alpine 84004 (801) 756-6347</td>
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<tr>
<td>Town of Alta</td>
<td>10210 E SR210  P.O. Box 8016 Alta 84092-8016 (801) 742-3522</td>
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<tr>
<td>American Fork</td>
<td>51 East Main, American Fork, UT 84003, (801) 763-3000</td>
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<tr>
<td>Aurora</td>
<td>P.O. Box 477, Aurora, UT 84620, (435) 529-7643</td>
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<tr>
<td>Ballard</td>
<td>Route 2, Box 2381, Ballard, UT 84066, (435) 722-3393</td>
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<tr>
<td>Bear River</td>
<td>5695 North 4700 West, Box 160, Bear River, UT 84301, (435) 279-8626</td>
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<tr>
<td>Beaver</td>
<td>60 West Center, P.O. Box 271, Beaver, UT 84713, (435) 438-2451</td>
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<tr>
<td>Blanding</td>
<td>50 West 100 South, Blanding, UT 84511, (435) 678-2791</td>
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<tr>
<td>Bluffdale</td>
<td>14175 So. Redwood Road, Bluffdale, UT 84065, (801) 254-2200</td>
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<tr>
<td>Bountiful</td>
<td>790 South 100 East, P.O. Box 369, Bountiful, UT 84011-0369, (801) 298-6190</td>
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<tr>
<td>Brigham City</td>
<td>20 North Main P.O. Box 1005, Brigham City, UT 84302, (801) 734-2001</td>
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<tr>
<td>Castle Dale</td>
<td>61 East 100 North, P.O. Box 728, Castle Dale, UT 84513, (435) 381-2115</td>
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<tr>
<td>Cedar City</td>
<td>110 North Main, P.O. Box 249, Cedar City, UT 84721, (435) 586-2950</td>
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<tr>
<td>Cedar Hills</td>
<td>3925 W. Cedar Hills Dr., Cedar Hills, UT 84062, (801) 785-9668</td>
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<tr>
<td>Centerfield</td>
<td>130 So. Main, P.O. Box 220025, Centerfield, UT 84622, (435) 528-3296</td>
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<tr>
<td>Centerville</td>
<td>655 North 1250 West, Centerville, UT 84014, (801) 295-3477</td>
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<tr>
<td>Clarkston</td>
<td>50 South Main, P.O. Box 181, Clarkston, UT 84305-0181, (435) 563-9090</td>
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<tr>
<td>Clearfield</td>
<td>55 S State St., Clearfield, UT 84015, (801) 774-7224</td>
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<tr>
<td>Clinton</td>
<td>1906 West 1800 North, Clinton, UT 84015, (801) 825-5398</td>
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<tr>
<td>Coalville</td>
<td>10 North Main, P.O. Box 188, Coalville, UT 84017, (435) 336-5981</td>
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<tr>
<td>Corinne</td>
<td>2420 North 4000 West, P.O. Box 118, Corinne, UT 84307, (435) 744-5566</td>
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<tr>
<td>Cottonwood Heights</td>
<td>1265 E Fort Union Blvd. #250  Cottonwood Heights 84047 (801) 545-4170</td>
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<tr>
<td>Delta</td>
<td>76 North 200 West, Delta, UT 84624, (435) 864-2759</td>
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<tr>
<td>Draper</td>
<td>12441 South 900 East, Draper, UT 84020-1020, (801) 576-6504</td>
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<tr>
<td>Duchesne</td>
<td>160 So. Center, P. O. Box 974, Duchesne, UT 84021, (435) 738-2464</td>
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<tr>
<td>East Carbon</td>
<td>101 W. Geneva, P.O. Box 70, East Carbon, UT 84520, (435) 888-6613</td>
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<tr>
<td>Elk Ridge</td>
<td>80 East Park Dr., Elk Ridge, UT 84651, (801) 423-2300</td>
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<tr>
<td>Elsinore</td>
<td>15 East 200 North, P.O. Box 208, Elsinore, UT 84724, (435) 527-3306</td>
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<tr>
<td>Enoch</td>
<td>4864 North 600 East, Enoch, UT 84720-9466, (435) 586-1119</td>
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<tr>
<td>Enterprise</td>
<td>375 South 200 East, P.O. Box 340, Enterprise, UT 84725, (435) 878-2221</td>
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<tr>
<td>Ephraim</td>
<td>5 South Main, Ephraim, UT 84627, (435) 283-4631</td>
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<tr>
<td>Escalante</td>
<td>56 North 100 West, P.O. Box 189, Escalante, UT 84726, (435) 826-4644</td>
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<tr>
<td>Fairview</td>
<td>85 South State, P.O. Box 97, Fairview, UT 84629, (435) 427-3858</td>
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<tr>
<td>Farmington</td>
<td>130 North Main, P.O. Box 160, Farmington, UT 84025-0160, (801) 451-2383</td>
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<tr>
<td>Farr West</td>
<td>2090 No. 2000 West, Farr West, UT 84404, (801) 731-4187</td>
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<tr>
<td>Ferron</td>
<td>15 East Main, Box 820, Ferron, UT 84523, (435) 384-2350</td>
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<tr>
<td>Fillmore</td>
<td>75 West Center, P.O. Box 687, Fillmore, UT 84631-0687, (435) 743-5233</td>
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<tr>
<td>Fountain Green</td>
<td>84 South State, P. O. Box 97, Fountain Green, UT 84632, (435) 445-3453</td>
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<tr>
<td>Francis Town</td>
<td>P.O. Box 668 Kamas 84036 (435) 783-6236</td>
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<tr>
<td>Fruit Heights</td>
<td>910 South Mountain Road, Fruit Heights, UT 84037, (801) 546-0861</td>
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<tr>
<td>Garland</td>
<td>72 North Main, P.O. Box 129, Garland, UT 84312, (435) 257-3118</td>
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<tr>
<td>Genola</td>
<td>74 West 800 South, Genola, UT 84655, (435) 754-5300</td>
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<tr>
<td>Grantsville</td>
<td>429 East Main, Grantsville, UT 84029, (435) 884-3411</td>
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</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 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.