

Home Occupation Business Licensing Requirements

Springville City wants to make this a "One-Stop" process for businesses. This office wishes to offer assistance with the application process and has designated this set of procedures to help you understand requirements for opening a business.

All Licensing Fees must accompany the application. If for any reason your license should be denied you will receive a refund of the fees paid less \$25.00 application fee.

Business Licenses expire annually on the last day of the month of issuance (i.e. license is approved 6/19/21, expires 6/30/22). Renewals are due by the last day of the expiry month. Renewal notices are sent as a reminder, but you are responsible for ensuring timely renewal payments.

The following information **MUST** be submitted with the application:

- Copy of U.S. Government issued Identification
 - I-9 forms of ID are accepted (Driver's License/Passport)
- Entity Registration number
 - Required for Doing Business As (DBA)/LLC/Corporation (Ex.1234567-1234)
 - <https://secure.utah.gov/osbr-user/user/welcome.html>
- Utah Sales Tax Number with a Springville Outlet
 - Required for sales of taxable property & services
- EIN/Federal Tax Number
 - Required for all LLC/Corporations
- Home Occupation License Application (Attached)
- Articles of Organization/Corporation/LLC
 - Required for all LLC/Corporations
- Copy of Site Plan/Building Plans including:
 - Building Dimensions (drawn to scale)/show areas to be used for home occupation with dimensions
 - Driveway locations/parking locations
 - Diagram showing surrounding properties and streets
 - Exiting/Fire Extinguisher locations
- Do all persons employed in the home occupation reside in your home? Yes No

This form is to accompany a business license application. The receipt for payment of license fees thereof does not constitute being approved to operate a business. The actual license will be issued only when a business is in compliance with all local, state, federal, fire and building codes. All inspections are completed and signed off by the various City departments. Springville City shall not be held responsible for delays in processing an incomplete application, or for property improvements and other business expenditures occurring before the license applicant receives final approval. **Submittal of the application does not warrant or facilitate business operation.**

Signature

Date

HOME OCCUPATION BUSINESS LICENSE APPLICATION

Name of Business (Name must be registered with the State of Utah)		ENTITY Registration #		Business Phone ()	
Business Address Street:			Is this a Sexually Oriented Business? Circle one: Yes No		
Mailing Address					
Street:		City:		State: Zip:	
Business Email:			Web Site address:		
Type of Organization Proprietorship () Corporation () Partnership () LLC ()			Description of Business		
Business Owner Name (Names)			Owner Email:		

Owner Address:		City:		State: Zip: Phone:	
Local Manager Name			Manager Email:		

Manager Address:		City:		State: Zip: Phone:	
EIN/Fed Tax #		State Sales Tax #		State License # (Occupational & Professional)	
<p>U.S. Government/State issued identification verification must be obtained at time of application.</p> <p>This form is an application for a business license. The receipt for payment of license fees thereof does not constitute being approved to operate a business. The actual license will be issued only when business complies with all local, state, federal, fire & building codes, and all inspections are completed and signed off by the various City departments and the Business License Office gives approval. Springville City shall not be held responsible for delays in processing an incomplete application, or for property improvements and other business expenditures occurring before the license applicant receives final approval.</p> <p>I/We hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business, and swear under penalty of law that the information contained herein is true to the best of my knowledge.</p> <p>Under penalty of perjury, I state that I am either (a) a United States Citizen or (b) a qualified alien as defined by 8 U.S.C § 1641. I understand and acknowledge that providing false information on this application will subject me to penalties for perjury.</p> <p>X _____ Signature</p> <p>X _____ Signature</p> <p>PLEASE NOTE:</p> <p>1. Business Licenses expire annually on the last day of month of issuance.</p> <p>2. License renewal fees are due on or before last day of anniversary month of license issuance.</p> <p>*Business Licenses are closed after 1 month after expiration, when not renewed, and require signing an affidavit to reinstate within the year.</p>			<p>License Fees are as Follows:</p> <p><input type="checkbox"/> \$ 110 General Standard Commercial Business License (Must also complete "Commercial Business License Information Sheet"; see attached)</p> <p><input type="checkbox"/> \$ 18 Home Office (License Not Required, if voluntarily requested)</p> <p><input type="checkbox"/> \$ 29 Home Occupation (Requires Home Occupation Permit Application; call for information)</p> <p><input type="checkbox"/> \$ 258 Pawnbroker/Secondhand Dealer (PA)*</p> <p><input type="checkbox"/> \$ 246 Industrial Business License</p> <p><input type="checkbox"/> \$ 122 Hotel/Motel Business License</p> <p><input type="checkbox"/> \$ 110 General Retail- 15,000 sq. ft. and under</p> <p><input type="checkbox"/> \$ 206 General Retail- 15,001-60,000 sq. ft.</p> <p><input type="checkbox"/> \$ 750 General Retail- 60,001-120,000 sq. ft.</p> <p><input type="checkbox"/> \$ 1500 General Retail- 120,001-200,000 sq. ft.</p> <p><input type="checkbox"/> \$ 2500 General Retail- 200,001 or more sq. ft.</p> <p><input type="checkbox"/> \$ 28 + \$16 Per Mechanical Amusement Device (CA)*</p> <p><input type="checkbox"/> \$ 0 Non-Profit Organization §7-1-107(4)</p> <p><input type="checkbox"/> \$ 26 Replacement/Change Fee</p> <p><input type="checkbox"/> \$ 44 Relocation Fee/Addition of Unit(s)</p> <p><input type="checkbox"/> \$ Variable Seasonal Business (Call for information)</p> <p>\$ _____ (#2101) License Fee</p> <p>_____ PLEASE INITIAL: The receipt for payment of license fees thereof does not constitute being approved to operate a business</p> <p>*(CA = Council Approval Required, PA = Police Approval Required)</p>		
			<p>OFFICE USE ONLY</p> <p>Zone: _____ Home Office ()</p> <p>Home Occupation Permit: _____ Home Occupation ()</p> <p>Building Inspection: _____</p> <p>Fire Inspection: _____</p> <p>Zoning Approval: _____</p>		



BUSINESS LICENSING
110 SOUTH MAIN STREET
SPRINGVILLE, UT 84663
OFFICE 801.491.7811
www.springville.org

Home Occupation Application

APPLICATION DATE: _____

- APPROVED
DENIED

PLEASE TYPE OR PRINT LEGIBLY:

Name of applicant: _____ Phone No. _____

Address of applicant: _____ City _____ State _____ Zip _____

Address of property to be considered (if different.) _____

Applicant's interest in property _____ Date property acquired _____

Name of business: _____

Type of business: (Describe in detail): _____

COMPLIANCE QUESTIONS AND STATEMENTS FOR HOME OCCUPATION

- 1. Home Occupations will be permitted only in the following zones: A1, R1-15, R1-10, R1-8, R1-5, R2, R-MHP, R-MF1, R-MF2, PO, VC and TC . (Please circle the zone above that applies to the home occupation.)
2. No person, other than members of the family occupying the dwelling located on the zoning lot, shall be employed in the home occupation.

Who will conduct the business? _____

- 3. The home occupation shall not require nor use any facilities for the display of goods. Home occupations shall not allow the use of any accessory building, yard space, or storage, or engage in any activities outside the dwelling not normally associated with residential use, except outside private swimming pools or tennis courts used for instruction.
4. No commercial vehicles shall be used, with the exception of one delivery truck that does not exceed three-fourths ton rated capacity.

Please indicate what vehicles will be used in connection with the occupation: _____

- 5. The home occupation shall be clearly incidental and secondary to the use of the dwelling for dwelling purposes and shall not change the character of the building from that of a dwelling.
6. One nameplate or marker, not to exceed two (2) square feet is allowed, and shall be attached to the dwelling or other structure as allowed by the Community Development Director. The home occupation shall not display nor create any other external evidence of the home occupation outside any

Please provide the nameplate or marker dimensions and location (if one is desired): _____

7. The total area devoted to the home occupation within a building or buildings shall not exceed 25-percent of the living area of the dwelling located on the zoning lot.

What is the total living area of your home? _____ sq. ft. What amount of area is to be used for the occupation? _____ sq. ft.

8. The home occupation shall be registered with and licensed by the business license division of the City, and with all applicable state agencies.

9. Entrance from the outside to the area of the dwelling used for the home occupation shall be the same entrance normally used by the residing family, except when otherwise required by the Utah State Department of Health or other state agency.

Will a separate entrance to the building be used for the home occupation? YES NO

10. The physical appearance of the dwelling, amount of traffic and parking, and other activities generated by the home occupation shall not be contrary to the intent of the zone in which the home occupation is located. All required off-street parking regulations must be met. (Note: For a single-family dwelling, the required off-street parking minimum is two (2) spaces.)

How many off-street parking spaces will there be: _____

11. The home occupation shall, and the structure in which it is conducted shall, comply with all fire, building, plumbing, electrical, and health codes.

The fee required with the application covers the cost of a safety inspection by Springville City Building Inspector. To schedule an inspection, call 801-491-7811.

12. The home occupation shall not be associated with, nor produce, odor, fumes, dust, light, glare, color, sounds, noises, or vibrations, including interference with radio or television reception, that may be discernable beyond the premises or which disturbs the peace and quiet of the neighborhood.

What are the DAYS and HOURS of operation? _____

Will there be customers? How many per day? _____

Describe where customers will park: _____

13. A home occupation shall not involve furnishing childcare for more than twelve (12) children less than twelve years of age, *including* children who reside in the dwelling unit; and childcare may not be provided for more than three (3) children under the age of two.

If furnishing childcare, how many children will you care for? _____

14. The home occupation shall not require the use or storage of any hazardous substance in excess of the amount usually used or stored in residential uses and, in order to protect the residents of the area from contact with contaminated materials, shall not include providing medical services.

15. Any person aggrieved by a decision of the Community Development Director pursuant to this code, may appeal that decision to the Board of Adjustment as provided by Section 11-2-305 of City Code.

Please show the following on a separate attached paper:

- Site plan of existing building, showing the area to be used for the home occupation.
- Distances and comments in full block capitals
- A frame of reference diagram showing surrounding properties and streets.

Please Keep Your Drawings Simple....

All home occupation permits issued shall be valid for a period of one year from the date of issuance. Applications for the renewal of a home occupation permit shall be made annually in accordance with the renewal process of a City Business License to the Community Development Director.

Any permit issued may be revoked by the Community Development Director upon failure of the permit holder to comply with any of the conditions listed in this application and Springville City Code Section 11-6-116. Any person aggrieved by a decision of the Community Development Director may appeal that decision to the Board of Adjustment as provided by Section 11-2-305 of Springville City Code.

I, the undersigned, do hereby make application for a home occupation permit, pursuant to the provisions of Section 11-6-116 of Springville City Code.

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY

Fees Paid on ____/____/____ Home Occupation Permit issued on ____/____/____

Building Safety/Fire Inspection Completed on ____/____/____ by: _____
Inspector

Reviewed by: _____ Date: _____

Date: _____
Planning Division Approval