



HOME OCCUPATION BUSINESS LICENSE APPLICATION

West Bountiful City
BUSINESS LICENSING DEPARTMENT
550 N 800 West
West Bountiful, UT 84087
Phone: (801) 292-4486
www.wbcityut.gov

Please allow 5-7 business days for processing

Applicant Information:

License # (Assigned by City): _____

Resident/Business Owner's Name: _____

Physical Address: _____ West Bountiful, UT 84087

Mailing Address, if different than above: _____

Email address: _____

Primary Phone: _____ Emergency Phone: _____

Property Owner Name & Contact Info, if different than applicant: _____

Business Information:

1. Name of business: _____

State ID #: _____

State Sales Tax #: _____

Federal Tax ID #: _____

Other Required Licenses #: _____

(Depending on type of Business)

2. Describe the proposed business activity:

3. Hours of Operation: _____

4. Name and relationship of person(s) participating in business (must reside at the home):

5. Describe which room(s) or areas of the property will be used, and how they will be used; if a garage or other accessory structure will be used, list the approximate square footage to be used and the total square footage of the garage or structure:

6. Describe how, where, and in what amounts the materials, supplies and/or equipment related to your proposed home occupation will be displayed or stored:

7. Will individuals come to your home to obtain any product or merchandise, to utilize any service, or for any other purpose in connection with your proposed home occupation? If yes, please explain, including frequency.

8. List any vehicles (with GVW) or other equipment, that will be used as part of your home occupation and where they will be parked or stored: _____

9. Will any vehicles or other equipment come to your property in connection with your home occupation? If yes, please explain, including frequency: _____

10. Will the home occupation involve the use of commercial vehicles for delivery of material to or from the premises? If yes, please explain, including frequency: _____

11. If your home occupation is a day care center, nursery, or preschool, please state how many children _____ and caregivers _____ will be involved in a typical workday. Please attach evidence of all licenses, permits, or approvals from federal, state, or local agencies authorizing the day care center, nursery, or preschool.

12. Will the proposed home occupation conform with covenants, conditions, and restrictions (CCR's) pertaining to your property? _____ If no, please explain: _____

SPECIFIC REQUIREMENTS FOR HOME OCCUPATION BUSINESS LICENSE

WBC Code 5.28.040

Read And Initial After Each Item:

- A. A person who is not a resident of the dwelling shall not work in the home occupation. ____
- B. Tools, items, equipment or uses which are offensive or noxious by reason of the emission of odor, smoke, gas, dust, vibration, magnetic or electrical interference, noise, or other similar impacts that extend beyond the property line of the lot where the home occupation is located, beyond those impacts of reasonable residential use, are prohibited. ____
- C. The home occupation shall not involve using or storing flammable material, explosives, or other dangerous materials, including gun powder and fiber glass. ____
- D. The home occupation shall not involve the parking or storage of equipment or motor vehicles having a gross weight of twenty-six thousand (26,000) pounds or more at the residence or on the street adjacent to the property on which the home occupation is conducted. ____
- E. The home occupation must be clearly incidental and secondary to the use of the dwelling or accessory structure in which it is located and may not change the purpose or character of the dwelling or accessory structure, or the residential character of the property on which the home occupation is located. ____
- F. The home occupation shall not involve the use of any part of a dwelling or structure for which, by reason of state, federal or local laws, special or extra entrances or exits or special rooms are required as a condition to the operation of such use. ____
- G. More than one home occupation business license may be issued for a property, if after review, the zoning administrator specifically determines that the total of all businesses on the property will not have an impact on the community greater than one business. ____
- H. The home occupation must be conducted entirely within the dwelling, except that twenty-five percent (25%) of a garage or accessory structure on the same property as the dwelling may also be used. ____
- I. Adequate off-street parking must be provided for both personal vehicles and business customers, except as otherwise specified in conditions set in a conditional use permit for drop-offs or pick-ups associated with day care, preschools, or group instructional services. ____
- J. Yard space may not be used for home occupation activities, except:
 - a. Outside private swimming pools may be used for swimming instruction if the swimming instruction is given by a resident of the dwelling.
 - b. Subject to a conditional use permit, yard space may be used for day care, provided the yard is entirely fenced.

- K. In no event shall outdoor storage be permitted for a home occupation. _____
- L. Business operations that involve deliveries, pick-ups/drop-offs, or other visits to the property shall be limited to the hours between 7:00 am and 10:00 pm. _____
- M. The home occupation must comply with all fire, building, plumbing, electrical, and health codes and all applicable federal, state, and local laws. _____
- N. The home occupation may not cause or create a demand for municipal or utility services or community services, including traffic, in excess of those usually and customarily provided for residential uses; provided, that day care, preschool, and group instructional services will be allowed to have a reasonable amount of drop-offs or pick-ups, as determined by a conditional use permit in accordance with recognized traffic safety standards and subject to the other reasonable requirements. _____
- O. The home occupation may not alter the residential character of the premises or unreasonably disturb the peace and quiet of the neighborhood. _____
- P. Merchandise, goods, or customer services may not be advertised or otherwise visible from the exterior of the building in which the home occupation is operated. _____
- Q. Signs, advertising, or displays of any kind shall not be visible from the public streets or from the exterior boundaries of the property on which the home occupation is conducted. _____
- R. Home occupations requiring state or federal licensing or permits must comply with all applicable state and federal regulations and keep current all applicable licenses or permits. _____
- S. The city may enter upon and inspect the property on which the home occupation is conducted at all reasonable times and upon reasonable notice to verify compliance with the provisions of this chapter. _____

* * * *

Applicant Certification:

(Applicant must initial all relevant sections)

_____ *I hereby apply for a home occupation business license from West Bountiful City and affirm that I have read the Application (5.28.030) and Requirements (5.28.040) provisions of Title 5, West Bountiful Municipal Code.*

_____ *I hereby agree that West Bountiful City officials may enter upon and inspect my property at all reasonable times (1) to ensure that the requirements of the Municipal Code have been met before the home occupation business license issued, and (2) to verify compliance with the Municipal Code thereafter.*

_____ *I certify that the city-provided notice sign will be posted in front of the property on which the home occupation is to be conducted for no less than seven days immediately preceding my submission of this home occupation business license application.*

Home Occupation Business Licenses Requiring Conditional Use Permits Only:

_____ *I certify that I have given written notice of the nature and description of the proposed home occupation to owners of property within 300 feet of the exterior boundaries of the property on which the home occupation is to be conducted. I have provided evidence of the written notice with this application.*

All Applicants:

_____ *I certify that the above information is true and correct to the best of my knowledge, and that I agree with the attached specific requirements and all other applicable provisions of the Municipal Code.*

_____ *I understand the information on this application may be made available to the public pursuant to the Government Records Access and Management Act (UCA 63G-2-101 et seq), unless applicant specifically requests in writing that their personal information remain private.*

Date: _____

Sign Here: _____

FOR OFFICIAL USE ONLY

Fire Inspection, if needed: _____

Conditional Use Permit Required: _____

Health Dept. Inspection, if needed: _____

Conditional Use Permit Approved: _____

Notice Sign Posted from : _____ to _____

Approval Date: _____

Application For Home Occupation Business License WBC Code 5.28.030

1. A home occupation business license application may be obtained from the city offices or from the city website. Each application shall be submitted to the city recorder If the zoning administrator determines that the combined offsite impact of the proposed home occupation and the primary residential use of the property will materially exceed the offsite impact of the primary residential use alone, the application must be accompanied by payment of a business license fee. The city may also charge an administrative fee if the applicant requests a business license.
2. It is unlawful for any person to provide false information to the city in relation to the application for, issuance of, or continuation of, a business license, or to knowingly cause or permit the same to be done.
3. The applicant shall give notice of the nature and description of the proposed home occupation by posting a notice in front of the property on which the home occupation is to be conducted for no less than seven days immediately preceding the submission of a home occupation business license application. For home occupations that require a conditional use permit, the applicant must also give written notice of the nature and description of the proposed home occupation to owners of property within 300 feet of the exterior boundaries of the property on which the home occupation is to be conducted. The applicant must provide evidence of the required posting and written notice, if applicable, as part of the home occupation business license application.
4. The application will contain the applicant's written agreement to allow the city to enter upon and inspect the property at all reasonable times (1) to ensure the requirements of this chapter have been met before the license is issued, and (2) to verify compliance thereafter.
5. The applicant must provide evidence of any federal or state licensing or permit required for the home occupation as part of the home occupation business license application.
6. The zoning administrator shall approve the home occupation business if they find that:
 1. The requirements of this chapter have been satisfied;
 2. The home occupation will be in keeping with the character of the neighborhood and will not adversely affect the desirability or stability of the neighborhood.
 3. The home occupation does not diminish the use and enjoyment of adjacent properties or create an adverse parking impact on adjacent streets or properties;
 4. The home occupation will not negatively impact the future use of the property as a residence;
 5. The home occupation will not adversely affect the public health, safety or welfare; and
 6. The home occupation conforms with all fire, building, plumbing, electrical and health codes and all applicable federal, state, and local laws.