



Business License Application Home Occupation

Office Use Only

Account # _____

License # _____

Community & Economic Development • 1979 West 1900 South • Syracuse, UT 84075
Phone: 801-614-9627 • Email: mmartinson@syracuseut.com

BUSINESS INFORMATION

NAME OF BUSINESS: _____ **DBA:** _____

Is your business registered with the Department of Commerce? Yes No **Registration #:** _____
If no, please apply at www.business.utah.gov/registration

BUSINESS LOCATION: _____ **BUSINESS PHONE:** _____

BUSINESS CONTACT INFO: Email: _____
Fax: _____ Website: _____

MAILING ADDRESS: _____ City _____ State _____ Zip: _____

Have you previously operated a business in Syracuse City? Yes No

If yes, Business Name(s) _____ Address(es) _____

BUSINESS STATUS (check all that apply): New Business Location Change (within Syracuse) Name Change New Owner

ORGANIZATION TYPE (check all that apply): DBA Sole-Proprietor Corporation Partnership LLC Non-Profit

TYPE OF BUSINESS: Sales Service Office/Professional Contracting Childcare/Preschool Other: _____

Sales Tax #: _____ EIN/Federal ID #: _____

State License # (DOPL): _____ State License (DOPL) Type: _____

Desired Opening Date of Business: _____ Number of Employees (other than self): _____

Is your business bonded and insured (if applicable)? Yes No If yes, please provide proof.

DESCRIBE OPERATION OF YOUR BUSINESS IN DETAIL (attach additional sheet if necessary): _____

Days and Hours of Operation: _____

APPLICANT INFORMATION

Owner Name: _____ **Owner Phone (other than Business #):** _____

Owner Home Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Birth Date: _____ **Driver's License #:** _____ **State:** _____ **No. of Years lived in Utah:** _____

Email: _____ **Are you the Property Owner?** Yes No

Additional Owner Name: _____ **Owner Phone (other than Business #):** _____

Owner Home Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Birth Date: _____ **Driver's License #:** _____ **State:** _____ **No. of Years lived in Utah:** _____

Email: _____ **Are you the Property Owner?** Yes No

Please attach additional sheet if there are more than two owners.

HOME OCCUPATION COMPLIANCE STANDARDS

All home occupations shall be secondary and incidental to the residential use of the property and conducted so that neighbors, under normal conditions, would not be aware such businesses exist. By **initialing** each box, after reading and completing each section, you agree to comply will **all** of these provisions. If a standard/provision does not apply, please mark "N/A" rather than **initialing**.

This application must be signed by the home owner. If renting, please acquire the proper signature(s) prior to submitting.
 I am purchasing/own the home I am renting the home.

Changes or modifications to the outside appearance of the dwelling, to expressly accommodate the commercial use in the home, are not permitted.

Yard space or activity outside the residence may not be used for the occupation unless it is customarily found in neighborhoods and does not adversely impact its residential nature.

This Home Occupation shall generate no greater vehicular traffic or parking than commonly associated with the neighborhood, i.e., heavy trucks, delivery, or similar vehicles, etc. Parking shall be limited to only those living at the dwelling.

No display of merchandise or advertising shall be visible from the street or neighboring properties except as permitted in Section 10-9 of the City's Sign Ordinance. City Ordinance allows a total of two signs not to exceed 4 square feet each, as either a Window and/or On-Premise Permanent sign.

- Do you wish to have a sign for your business? Yes No

(If yes, please indicate the location and dimensions of your sign(s) on the site plan above.)

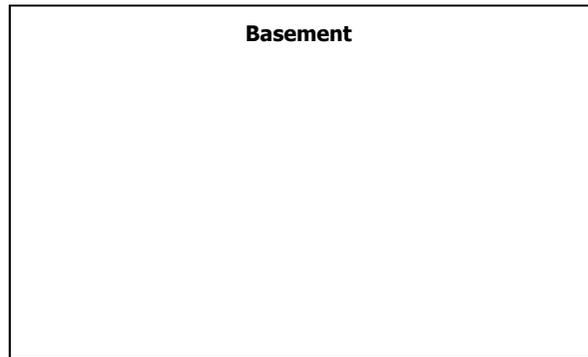
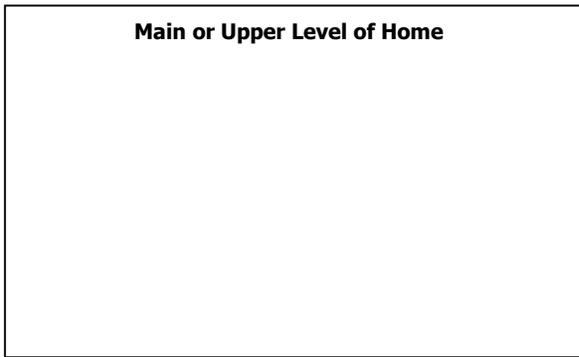
Only one vehicle and trailer, associated with the home occupation, not exceeding 10,000 pounds gross vehicle weight are allowed. Said vehicles *must* be parked off-street, in compliance with residential off-street parking standards, and may not be stored on any street adjacent to, or near the premises. Business owners may not intentionally station, position, or park an occupational vehicle or trailer in any manner on private property so as to advertise, promote, or draw attention to products, services, events, or other similar purposes at the home owner's residence. (By way of illustration and not limitation, this prohibits the storage or parking of business vehicles, such as: limousines, service or work vehicles [snowplow/landscape/maintenance trucks, etc.], delivery or contractor vehicles, equipment, and trailers used to transport same.)

- Will your business have a vehicle and/or trailer? Yes No If yes, will it exceed 10,000 lbs gross weight? Yes No

No more than 30 percent of any one floor may be devoted to the Home Occupation and/or storage of stock in trade. (Child care may use a larger percentage of the home.)

- What is the square footage of the floor/level on which your business is located? _____
- What is the square footage of the room(s) to be used? _____

Please show the area to be used for your business, indicating all walls, windows, and entryways with measurements.

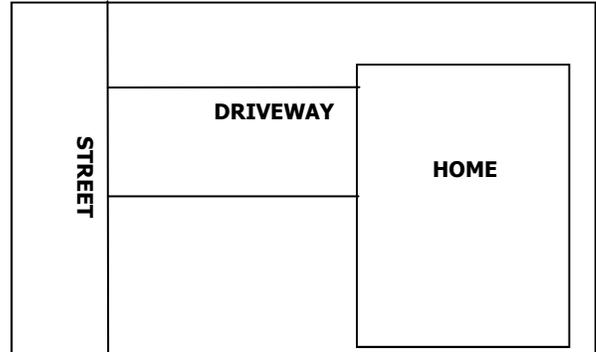


Sale of commodities are permitted, if delivered to customers, or if the retail sale of products and/or services at the home generates no more than two customers or patrons per hour.

- Will there be more than 2 customers/patrons coming to the home per hour? Yes No

(If yes, please indicate all off-street parking spots available, as well as a drop-off/pick-up plan, for your business. Create Customized site plan on separate sheet if needed.)

Comments: _____

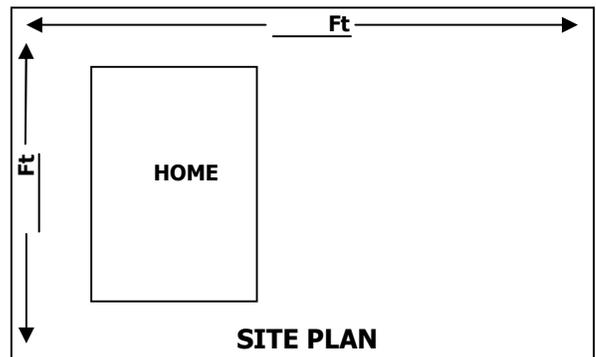


Inventory and/or supplies may be stored within the garage or an accessory building, as long as the garage still provides parking for as many vehicles intended at the time of construction. No material used for the business shall be stored outside.

- Will you be using an accessory building or structure for your business? Yes No

(If yes, please indicate where the accessory structure is on your lot, in relation to all property lines and your home, with distance measurements.)

Comments: _____



This Home Occupation shall not allow employees, other than those living in the dwelling, to come to work at the home or to park vehicles at the home to go to a job site. The only exception is that one additional person may be employed as a second adult for a daycare, secretary, apprentice, or assistant where there are no more than five family members actively engaged in the home occupation. An additional off-street parking space shall be provided.

- Do you have any employees who do not live with you? Yes No

- Storage of explosive or combustible materials anywhere on the premises is strictly prohibited. This home occupation shall not unreasonably disturb the peace and quiet of the neighborhood, including but not limited to: interference of radio, television, or other electronic reception by reason of design, materials, construction, lighting, odor, dust, sounds, noise, vibrations, vehicles, parking, and general operation of the business.
- No more than one promotional meeting per month, for the purpose of selling merchandise or taking orders, will be held.
- No more than four garage, basement, yard, or other similar sales are permitted each year; with each sale lasting no more than 72 hours.
- This Home Occupation shall conform completely with all City and State codes, including fire, building, plumbing, electrical and health codes as well as business license regulations, and shall have periodic inspections if required by these codes.
- This Home Occupation shall not create a demand for municipal or utility services or community facilities in excess of those usually and customarily provided for residential uses.
- The installation of any equipment, fixtures, plumbing, or electrical wiring incompatible with a residential area by reason of excessive noise, utility usage, waste production, or broadcast interruption, etc., shall not be permitted.
- The Land Use Authority may review and revoke any home occupation license upon finding a noncompliance with this Section. Inspections by the City may occur as necessary to assure conformance with these regulations.
- Disabled individuals may obtain a waiver through the Land Use Administrator to allow such persons to become self sufficient.
 - Do you request a waiver? Yes No
- The City may place additional restrictions on a home occupation relating to hours of operation, parking, traffic, or other matters as it deems necessary to mitigate impacts on the neighborhood and the City in general.
- A business license is valid for only the original applicant and is not transferable to any other resident, address, or occupation. Upon termination of the applicant's residency, the license shall become null and void.

PROPERTY OWNER CONTACT INFORMATION AND CERTIFICATION

Name: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

I, as property owner, hereby certify that I am aware of and give permission for this business to operate from my home. I also certify that all portions of my home are legal, with any and all appropriate building permits submitted and paid for, and inspections complete. (If you have any questions regarding this certification, please contact the Building Department at 801-614-9670)

Property Owner Signature: _____ Date: _____

APPLICANT'S AGREEMENT

This form is an application for a business license. The actual license will be issued only after this business is in compliance with all City, State, Federal, fire, and building codes and ordinances and all inspections are completed and department approvals given. Missing or incomplete information on this application may significantly increase the time needed for approval. This application will expire six months after the filing date if all inspections have not been completed and approvals granted. Operating without a business license is a Class B Misdemeanor, with each day of noncompliance constituting a separate violation.

I, the undersigned, hereby agree to conduct said Home Occupation strictly in accordance with all Syracuse City codes governing such business and swear, under penalty of law, that the information contained herein is true and correct to the best of my knowledge. I understand that to falsify any information on this application is grounds for denial and/or revocation of an applicable license and issuance of any other penalties as provided by law. Understanding that my Home Occupation is a temporary privilege, the City Council may revoke my license upon a determination that its use disrupts the residential neighborhood. I also acknowledge my responsibility to renew my Syracuse City business license and pay any and all late fees, if applied.

Applicant Signature: _____ **Date:** _____

Please Print Your Name: _____

OFFICE USE ONLY

Building: Approved _____ Denied _____ Date _____	Zone: _____ Parcel ID: _____	Type: <input type="checkbox"/> Major <input type="checkbox"/> Minor
Fire: Approved _____ Denied _____ Date _____	Other Approvals Required:	
Police: Approved _____ Denied _____ Date _____	Agency: _____ Approved _____ Denied _____ Date _____	
Planning: Approved _____ Denied _____ Date _____	Agency: _____ Approved _____ Denied _____ Date _____	

Comments: _____

\$45 Application Fee: Date _____	\$75 License Fee: Date _____
Received By: _____	Receipt #: _____
Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit Card	