

SALT LAKE CITY CORPORATION APPLICATION FOR NEW BUSINESS AND REGULATORY LICENSE
451 South State Street #225 / PO Box 145458 • Salt Lake City, UT 84114-5458 Phone (801) 535-6644

ALL FEES ARE NON-REFUNDABLE

(Applications must be submitted no more than 30 days prior to your anticipated opening)
-ALL information must be completed-

Previous ID:

A. Name of Business _____

Has this name been registered with the State of Utah, Commerce Department?

Type of license: HOME BASED

Ownership Type:

If Corporation or LLC, list Corp. /LLC name _____
(You must attach a copy of Certificate of Incorporation/LLC)

B. Business Location: _____
(Street Number) (Suite or Space #) (City) (State) (Zip)

Business Phone _____ Fax Number _____ Business Email _____

Business Mailing Address: _____
(Street Number) (City) (State) (Zip)

Please Note: The information provided above is considered public information and will be made available for public review.

C. Primary Contact: (Local): _____ Phone 1: _____ Phone 2: _____

The primary contact will be the person contacted to arrange your city inspections. City inspections must be approved before a business license will be issued. This will also be the person contacted in the event of an emergency and Fire or Police need access to the location.

D. Information on: **Other** _____

Name _____ Home Phone _____

Home Address _____
(Street Number) (City) (State) (Zip)

E. Information on: **Other** _____

Name _____ Home Phone _____

Home Address _____
(Street Number) (City) (State) (Zip)

F. Business Operation: (Give a DETAILED explanation of ALL business activities): _____

Do you intend to use, store or dispense hazardous material in this facility?

G. Anticipated Business Start Date: _____ Number of Employees: _____

F. Federal Tax Number: _____ State Sales Tax Number: _____

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 all inspections are completed and signed off by the various City departments and approval is given by the Business License Office. Salt Lake 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. ***To open and/or operate a business without final approval is a Class "B" misdemeanor and is subject to a \$1,000 fine and/or six month sentence.***

I, _____ hereby agree to conduct said business strictly in accordance with all Salt Lake City codes governing such business, and swear under penalty of law that the information contained herein is true and correct. I/we also understand that to falsify any information on this application is grounds for denial and/or revocation of this license and other penalties as provided by law. I/we also agree that the signature on this application constitutes waiver of confidentiality as it pertains to a background investigation, if deemed necessary.

Authorized Signature

Date

****BUSINESS LICENSE USE ONLY****

City ID Number:

Accepted by _____ Date _____

License Type: (Commercial **OR** Home Based)

Amount:

Commercial Location \$ _____ \$ _____

Home Occupation \$ _____ \$ _____

Employees @ _____ ea X _____ \$ _____ \$ _____

Freight Parking @ _____ ea X _____ \$ _____ \$ _____

Disproportionate Fee:

_____ \$ _____ \$ _____

Other applicable fees:

_____ \$ _____ \$ _____

_____ \$ _____ \$ _____

_____ \$ _____ \$ _____

_____ \$ _____ \$ _____

Total Due:

\$ _____

Keep this Box Clear



Permitted Home Occupation

Must be submitted with a business license application to The Business Licensing Department.

Name	Phone
Address	

Standards

All permitted home occupations shall comply with the following standards pursuant to SLC Code, Section [21A.36.030\(G\)](#).

- 1 The home occupation must be clearly incidental and secondary to the primary use of the dwelling for residential purposes;
- 2 The dwelling unit must be the principal place of residence for the persons conducting the home occupation;
- 3 The area of the residence, used for home occupations shall remain in character with the rest of the home except for such minor alterations necessary to conduct an approved home occupation;
- 4 The home occupation shall not be conducted in, nor in any way use, carport, or any portion of the yard. A home occupation may use a garage or other fully enclosed accessory structure provided all other standards in the ordinance are met. As per Section [21A.36.200](#), a home occupation license to distribute produce grown on the premises for off premises sales may be conducted in the rear yard and include the use of accessory buildings but may not occupy required parking areas;
- 5 The home occupation work conducted at the residence shall not involve more than one employee from outside of the home. Persons lawfully living in the residence may be employed;
- 6 Except for vehicles identified by Chapter [21A.36.200\(E\)](#) (Urban Farms), and the applicant’s personal transportation, there shall be no vehicles or equipment stored outdoors, which would not normally be found at a residence. Service vehicles defined as an [automobile](#) in Chapter [21A.62.040](#) doubling as a personal vehicle such as taxi cabs, limousines, or other vehicles used for mobile businesses and used for off site services may only be parked on site in a legal parking area;
- 7 Delivery of merchandise, goods, or equipment to the site of the home occupation shall be made by a vehicle typically employed in residential deliveries. No deliveries to the site of the home occupation by semi tractor/trailer shall be permitted. Loading and deliveries to the site of the home occupation shall be limited the hours of 8:00 am and 6:00 pm;
- 8 No mechanical or electrical apparatus, equipment or tools shall be permitted in the home occupation except those commonly associated with a residential use or as are customary to home crafts, and which do not exceed two hundred twenty (220) volts;
- 9 Tools, items, and equipment or occupation 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 extending beyond the property line of the lot where the occupation is located, are prohibited. Tools, items, and equipment used for the operation and maintenance of an urban farm must comply with those storage requirements itemized by Chapter [21A.36.200](#);
- 10 Stock in trade, inventory, or other merchandise shall be allowed to be kept only in the interior space of the dwelling;
- 11 No outdoors storage is permitted in conjunction with the occupation other than produce for off premise sales, outlined in [21A.36.030\(G.4\)](#) of this section;
- 12 Home occupations involving visitations from pedestrian or vehicular traffic shall only be conducted between the hours of 8:00 am and 10:00 pm;
- 13 Any home occupation requiring client(s) visitation shall not occur at a frequency of greater than two clients per hour, and no more than one client may be served at one time and not more than one place of vehicular parking shall be occupied by a client at any time. Clients shall include one or more persons with a unified interest in visiting the home occupation at one specific time;
- 14 Only one non-illuminated nameplate, with a maximum sign face as specified in Chapter [21A.46](#), stating the name of the business or occupant and mounted flat against the building shall be allowed. Except for the permitted nameplate, the home occupation shall not make or require any internal alterations, other than those necessary for an approved home occupation, nor any external alternation to the residence that creates the appearance of a commercial operation, nor shall the home occupation provide any visible evidence from the exterior that the building is being used for any other purpose than that of a residence;
- 15 Direct retail sales are prohibited. Incidental or secondary sales ensuing from the services provided in conjunction with the home occupation are permitted. Limited sales or distribution of produce grown from an urban farm shall be permitted as specified by Section [21A.36.200\(J\)](#).

Where applicable please include proof of appropriate licensing from the state, or upon which exemption there from is claimed.

I have read and understand the above standards and my proposed home occupation will comply with them. By typing my name, I am agreeing to be bound by the terms of this application.

Applicant Signature	Date
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Permitted Home Occupation

Must be submitted with a business license application to The Business Licensing Department.

Name	Phone
Address	

All home occupations not specifically listed as prohibited may be permitted subject to their compliance with the standards specified in the Salt Lake City Code Section 21A.36.030G.

Prohibited home occupations:

- [Auto Repairs](#)
- [Kennels](#)
- [Welding shops or machine shops](#)
- [Large appliance, electronics repair or service](#)
- [Truck hauling](#)
- [Deliveries](#)
- [Stables](#)
- [Bottling plant](#)
- [Commercial bakery](#)
- [Industrial assembly](#)
- [Laboratory, medical, dental, optical](#)
- [Laboratory, testing](#)
- Any occupation which is offensive or noxious by reason of emission of odor, smoke, gas, dust, vibration, magnetic or electrical interference, noise, or other similar impacts extending beyond the property line of the lot where the occupation is located is prohibited.

Is this your primary residence? Yes No

Is this occupation related to childcare? Yes No If Yes, see "Special Exception Home Daycare" 21A.36.130: CHILD DAYCARE paragraph B. Here: http://sterlingcodifiers.com/codebook/index.php?book_id=&chapter_id=49079#s945733

How many people will be employed at this address **AND** work from this address?

How many employees **Do Not** live at this address, but will work from this address?

Will there be business related visitors/customers/clients to this address? Yes No

- What hours will there be visitors? From To
- How many per hour? (Maximum)
- How many per day? (Maximum)

Where will your business operations and material storage take place? (Example: In house, garage, carport, yard, etc.)

Will the only business operations at this address be office related? Yes No

Give a description of the proposed home occupation:

I acknowledge that if I do not abide by the conditions and standards of a home occupation, my business license may be revoked. By typing my name, I am agreeing to be bound by the terms of this application.

Applicant Signature	Date
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