

FOR YOUR INFORMATION

CLASS A HOME OCCUPATIONS

A home occupation is a business or professional activity conducted within a residential dwelling by occupants of the residence for the purpose of generating income. By Taylorsville City Code, home occupations are to be operated in such a manner that any citizen, under normal circumstances, would not be aware of its existence other than a small nameplate sign as allowed by City ordinance. The City's standards regulating home occupations are intended to ensure compatibility with the residential character of the neighborhood in which the home occupation is located. To accomplish this objective, a home occupation must be clearly secondary or incidental to the residential use and must be operated in a manner so that any citizen, under normal circumstances, would not be aware of its existence.

What is a Class A Home Occupation?

A Class A Home Occupation is a business that requires the use of common office equipment such as a telephone or computer, and conducts general office activities from within a residential dwelling unit but no clients, customers, or patrons of the home occupation visit the residence for business purposes.

Do I Need a Business License?

Yes—if business activities are being conducted within a residence or on a residential premises. Taylorsville City Code 5.54.020 states, “A license is required to operate or to be engaged in the operation of a home occupation” If you are unsure whether you need to be licensed, please contact the Taylorsville Business License Division at (801) 963-5400.

Are There any Exceptions?

Yes—the following activities do not require a business license:

- Garage and yard sales provided the sale is not held for more than two consecutive days, is not held more than two times a year at the same property, and no consigned goods are offered for sale.
- Temporary social gathering sales that do not exceed one day such as Tupperware® parties, book parties, or candle parties not to exceed four occurrences per year.

How Much Does a Class A Home Occupation Business License Cost?

New Application: No Fee
Annual Renewal: No Fee

How do I Apply for a Class A Home Occupation Business License?

Submit the following information to the City of Taylorsville Business Licensing Division:

- Home Occupation Business License Application (check Class A)
- Unified Fire Authority (UFA) Home Safety Fire Inspection Report (self-inspection of property)
- Verification of business name registration (if applicable). You must register the business name with the Utah State Department of Commerce (unless you use your own personal name).

Apply in person at:

Utah State Department of Commerce
160 East 300 South
Salt Lake City, Utah 84101
(801) 530-4849 or toll free (877) 526-3994

Apply online at:

<https://corporations.utah.gov/> -or-
<https://secure.utah.gov/osbr-demo/welcome>

- Verification of current Utah State Sales Tax Number (if applicable). You must have a current State Sales Tax Number if your business engages in retail operations or offers a taxable service:

Apply in person at:

Utah State Tax Commission
210 North 1950 West
Salt Lake City, Utah 84143
(801) 297-2200

Apply online at:

<https://tax.utah.gov/> -or-
<https://secure.utah.gov/osbr-demo/welcome>

- Property owner's approval letter. If you do not own your own residence, you must submit a letter from the property owner or manager granting permission to operate the home occupation. The City cannot issue a business license to anyone without written permission from the property owner or manager.

How Long Does it Take?

Generally, it takes 10 business days to process your application. Upon approval the City will mail your Business License.

[OVER]



Will Anyone from the City Inspect my Home Occupation?

Yes – a Code Enforcement Official will review the exterior of your residence and property for compliance with all applicable ordinances. Based on the type of home occupation business or activity, an inspection of the interior of your residence may be requested by a City Planner, Fire Inspector, or City Building Official.

What are the Operational Requirements for a Class A Home Occupation?

- Obtain and maintain a Class A Home Occupation business license from the City.
- Business activities are limited to general office activities conducted entirely within the home.
- Only “bona fide” resident(s) of the dwelling unit may participate in the operation of the home occupation. Employees who are not residents of the dwelling are prohibited.
- No clients, customers, or patrons of the home occupation are allowed to visit the residence for business purposes.
- Only one vehicle may be associated with the home occupation. The vehicle must be parked on-site in a garage or driveway and may not exceed a 10,000 pound GVW (gross vehicle weight) rating or have more than two axles.
- Signage shall be limited to one non-illuminated name plate sign that does not exceed three square feet in area.
- The yard of the dwelling unit and any detached accessory building(s) shall not be used in conjunction with the home occupation activity.
- Business related activities shall be clearly incidental to the dwelling unit or residential use.
- Business related activities shall not produce traffic, light, glare, noise, fumes, odor or vibration that will diminish the residential character of the neighborhood.
- Storage of stock in trade, inventory or commodities shall not occupy more than 500 cubic feet of the area being used for the home occupation and shall not be visible outside of the dwelling unit.
- Dwelling units and landscape areas shall be well maintained.
- Alterations shall not be made to the residence or the yard which will change its residential character.
- Property address numbers must be installed and maintained on the home. Address letters must be a minimum of four inches in height and have a contrasting color from the main building.
- Delivery of commodities used in connection with the home occupation shall be provided by parcel or letter carrier service only.
- Home occupation permits are subject to review upon substantiated complaint. If a complaint is received by the City, the home occupation will be reviewed for compliance with applicable ordinances and operational requirements.
- The home occupation business, dwelling, and property shall remain compliant with all applicable statutes, rules and regulations.
- No more than two home occupation businesses are permitted per dwelling unit.

Are there any Businesses that are Prohibited as Home Occupations?

Yes – the following uses are **not allowed** as home occupations:

- Auto, truck, diesel, boat, trailer, or motorcycle repair or services at the residence
- Furniture or cabinet making
- Junk yards, storage or recycling yards
- Medical clinics and laboratories
- Mortuaries or crematoriums
- Sexually oriented businesses
- Short-term rental
- Lawn mower, small engine or motor repair or services
- Auto body or fender work
- Vehicle towing operations
- Vehicle sales or rental exceeding two sales per year
- Welding or iron works
- Major appliance repair (i.e. washers, dryers, refrigerators, etc.)
- Any other use that would produce traffic, light, glare, noise, fumes, odor or vibration that will diminish the residential character of the neighborhood.
- Any use that involves chemicals or hazardous materials in excess of volumes allowed by the International Fire Code in a residential situation.

Helpful Phone Numbers:

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| ■ Chamber West (chamber of commerce): | (801) 969-8755 |
| ■ Taylorsville Business License Division: | (801) 963-5400 |
| ■ Taylorsville Planning and Zoning: | (801) 963-5400 |
| ■ Unified Fire Authority: | (801) 743-7230 |
| ■ Utah Department of Commerce (main line): | (801) 530-6701 |
| ■ Utah Department of Occupational and Professional Licensing (DOPL): | (801) 530-6628 |
| ■ Utah Tax Commission: | (801) 297-2200 |

Questions?

Please contact the Taylorsville Business License Division at (801) 963-5400 with any questions regarding home occupations or the business licensing process.

City of Taylorsville

Community Development Department

2600 West Taylorsville Boulevard

Taylorsville, Utah 84129

Phone: (801) 963-5400 Fax: (801) 955-2052

www.taylorsvilleut.gov



HOME OCCUPATION APPLICATION

Home Occupation Type: Class A Class B Class C

Please use *Home Daycare Application* for Class D Home Occupations

Application For: New Business Change of Ownership New Location

Business Name: _____
(Please Attach Copy of Business Name Registration from the Utah Department of Commerce)

Business Owner: _____

Business Location: _____
(Street Address - No P.O. Boxes)

(City) (State) (Zip)

Phone: _____ Email: _____

Ownership Type: Sole Proprietor Partnership Corporation LLC

If Corporation, List Corporation Name: _____

Property Owner Information (if Different):

Name: _____ Phone: _____

Address: _____

Email: _____

Utah State Sales Tax #: _____

Is a Tenant Finish or Building Remodel Proposed for this Business? Yes No

Estimated Starting Date: _____ Hours of Operation: _____

What parts of your home will be utilized with this Home Occupation?

What machinery/equipment will be used with this Home Occupation?

Detailed Nature of Business: _____

This form is an application for a business license only. Please note that the completion of the business license application and payment of all applicable fees does not constitute approval to operate a business. Business operations may commence only after all applicable approvals have been given and a business license has been issued. Operating a business without an approved business license constitutes a criminal violation.

I, _____, hereby agree to conduct said business strictly in accordance with all Taylorsville City Codes governing such businesses
(clearly print or type name)

and swear under penalty of perjury, that I have examined the information contained herein and to the best of my knowledge and belief, it is true, correct, and complete.

Signature: _____ Date: _____

FOR YOUR INFORMATION...

For more information regarding Home Occupation business licenses, please refer to Taylorsville City information forms **L-2 Class A Home Occupations (home office only); Class B Home Occupations (no customers to home); or Class C Home Occupations (customers to home)**; available from the Taylorsville Community Development Department at Taylorsville City Hall or www.taylorsvilleut.gov.

No fee waiver, modification, or refund shall be granted except as provided in Sections 5.08.050 or 5.08.060 of Taylorsville City Code.

Office Use Only

Date Received: _____

City ID #: _____

Receipt #: _____

Code #: _____

License Category: _____

Base Fee: \$ _____

Disproportionate Fee: \$ _____

Other _____: \$ _____

Total: \$ _____

Planning Division Review

Zoning Designation: _____

Parcel #: _____

Land Use: _____

PU AC NC Non-Permitted Use

Reviewed By: _____ Date: _____

Approvals:

Fire: Approved Denied

Initials: _____ Date: _____

Code Enforcement: Approved Denied

Initials: _____ Date: _____

Building: Approved Denied

Initials: _____ Date: _____

Health: Approved Denied

Initials: _____ Date: _____

Comments: _____



FIRE DEPARTMENT SELF INSPECTION

HOME BUSINESS



This Form Is To Be Completed By Applicant And Returned With Business License Application

Business Name _____ Owner Name _____

Business Address _____ License # _____ Date _____

Business Phone #: _____ Type of Business _____

AREA OF INSPECTION	DETAILS	CONFORMS YES or N/A
Smoke Detectors	At least one on every level. Tested monthly. Batteries changed two times each year.	
Exit Doors / Hallways	All exit doors are to remain clear and free of obstructions; Boxes, storage, deliveries, etc.	
Extinguishers	At least one "2A10BC" extinguisher. Service every year. Permanently mounted in common area of home.	
Storage	No storage of combustibles inside of furnace room, around furnace or gas water heater (paper, paints, gas, etc.)	
Electrical concerns	No extension cords to be used as permanent wiring for a period exceeding 3 days. Surge protectors are allowed.	
Breaker panel	Must maintain 36" clearance. Never tape across breakers.	
Electrical outlets	Must have approved covers in place.	
Address	Must be visible from street (free from bushes, shrubs, etc.)	
Space heaters	Keep all combustibles clear.	
**Occupants	Does general public visit the home business?	
**Hazardous Materials	Are you using any flammable or combustible liquids? Are you storing any hazardous materials?	

I hereby certify that the information is true and correct to the best of my knowledge.

Business/Home Owner _____ Signature _____
Print Name (Direct all questions to Tom Smolka @ 824-3718)