

# FOR YOUR INFORMATION

## CLASS B 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 B" Home Occupation?

A Class B Home Occupation is a home based business that produces or assembles a product (except food production) such as ceramic crafts, custom jewelry or computer assembly on a small scale entirely within a dwelling unit but with no clients, customers, or patrons of the business visiting the home.

### 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 B Home Occupation Business License Cost?

New Application: No Fee  
Annual Renewal: No Fee

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

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

- Home Occupation Business License Application (check  Class B).
- 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 84111  
(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.

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## 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 B Home Occupation?

- Obtain and maintain a Class B Business License from the City.
- Business related activities shall be clearly incidental to the dwelling 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.
- Signage shall be limited to one non-illuminated name plate sign that does not exceed three square feet in area.
- 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.
- Dwelling units and landscape areas shall be well maintained.
- Alterations shall not be made to the dwelling or the yard area that will change its residential character.
- Property address numbers need to be identified and maintained on the home. Address letters must be a minimum of four inches or more in height and a contrasting color from the main building.
- Only one vehicle may be associated with the home occupation. Said vehicle must be parked on-site in a garage or driveway and may not exceed 10,000 GVW (gross vehicle weight) or have more than two axles.
- No clients, customers, or patrons of the home occupation business are allowed to visit the home occupation location for business purposes.
- The yard of the dwelling unit and any detached accessory building(s) shall not be used in conjunction with the home occupation activity.
- Delivery of commodities used in connection with the home occupation shall be provided by parcel or letter carrier service only.
- No more than two home occupations shall be allowed per dwelling unit.
- The home occupation business, dwelling, and property must remain compliant with all applicable statutes, ordinances, rules and regulations.
- Home occupations 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 conditions of approval.

## 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:

- |   |                |
|---|----------------|
| ▪ Chamber West (chamber of commerce):               | (801) 969-8755 |
| ▪ Taylorsville Business License Division:           | (801) 963-5400 |
| ▪ Taylorsville Planning and Zoning Division:        | (801) 963-5400 |
| ▪ Unified Fire Authority:                           | (801) 743-7230 |
| ▪ Utah Department of Commerce (main line):          | (801) 530-6701 |
| ▪ Utah Department of 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](http://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<br>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)