



# Highland City Home Occupation Business License Application

5400 West Civic Center Drive, Suite 1, Highland, Utah 84003  
Office Hours: Monday – Thursday, 7:30 a.m. – 6:00 p.m., Closed Friday  
Office (801) 772-4523 or Fax (801) 756-6903

## OFFICE USE ONLY

Application Date: \_\_\_\_\_ Application Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_ License #: \_\_\_\_\_

**NOTE: BUSINESS LICENSES ARE VALID JULY 1<sup>ST</sup> THROUGH JUNE 30<sup>TH</sup> AND MUST BE RENEWED ANNUALLY. RENEWAL LETTERS ARE MAILED PRIOR TO JUNE 30<sup>TH</sup> EACH YEAR. PRINT CLEARLY OR TYPE AN ANSWER TO EVERY QUESTION. IF ANY REQUIRED INFORMATION IS NOT PROVIDED AT THE TIME OF APPLICATION, THE APPLICATION WILL BE HELD FOR ONLY A PERIOD OF 90 DAYS, AFTERWHICH TIME A NEW APPLICATION MUST BE SUBMITTED.**

Registered Business Name: \_\_\_\_\_

Registered DBA (if applicable): \_\_\_\_\_

Business Location: \_\_\_\_\_ **HIGHLAND UT 84003**

Business Telephone: \_\_\_\_\_ Business Email: \_\_\_\_\_

Business Website: \_\_\_\_\_

Business Entity Number: \_\_\_\_\_ -- \_\_\_\_\_ \*Number provided by Utah Department of Commerce

State Sales Tax Number: \_\_\_\_\_ \*Number provided by Utah Tax Commission

DOPL License (if required): \_\_\_\_\_ Federal License Number (if required): \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_

Mailing Address (if different than business location): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner's Telephone: \_\_\_\_\_ Owner's Email: \_\_\_\_\_

Describe your business in detail:

Please answer the following:

Please Circle

1. What percentage of the home will be used for the business? \_\_\_\_\_%
2. Will customers visit the home? (**If yes**, surrounding property owners within 300' radius must be notified) (Yes) (No)  
\*Applicant must provide self-address stamped envelopes to Highland City, who will add letters and mail.
3. If customers visit the home, how many total visits per week? \_\_\_\_\_
4. Will stock or merchandise be displayed at the home? (Yes) (No)
5. Will there be employees other than bona fide residents of the premises? (Yes) (No)
6. Will there be unusual traffic created in the neighborhood? Deliveries? (Yes) (No)
7. Will any materials considered flammable, toxic, poisonous or otherwise hazardous be kept at the home? (Yes) (No)
8. Will the proposed home occupation physically change the appearance of the home? (Yes) (No)
9. Will the home occupation occupy any outside space or accessory building? (Yes) (No)
10. Will the home occupation occupy any outside storage of material, supplies, equipment, etc.? (Yes) (No)
11. Will the business generate any noise that could be heard by neighbors? (Yes) (No)
12. Will there be additional business vehicles kept at the home or outside of a garage? (Yes) (No)  
If yes, number of vehicles \_\_\_\_\_; type of vehicles \_\_\_\_\_
13. I, the applicant, have read and understand the home occupation regulation and conditions on the reverse side of this application, and agree to abide by these regulations. (Yes) (No)

Utah Code 10-1-203(7)(b) states that a home-based business which does not have an off-site impact is exempt from licensing fees. Are you seeking this exemption? (Yes) (No)

If yes, please explain why: \_\_\_\_\_

**FEES**

Class IV – Home Occupations

Home Occupation – Exempt.....	\$0.00
Home Occupation – Administrative fee (printed license for exempt businesses) .....	\$10.00
Home Occupation – Non-Exempt (unless specifically noted below) .....	\$60.00
Home Daycares, Preschools and Dance Studios.....	\$90.00
Home Occupation with Hazardous Materials.....	\$90.00

**As a prerequisite to the issuance of a Home Business License, the licensee shall comply and observe the following conditions at all times:**

- A. Only bona fide residents of the premises, as defined by the City Zoning Ordinance, shall be employed by the licensee.
- B. The Home Occupation shall not physically change the dwelling to the extent that it would alter the residential character or appearance of the dwelling or neighborhood.
- C. The Home Occupation shall be conducted wholly within a structure on the premises and shall not exceed twenty-five percent (25%) of the total main floor area of the residential structure; the Home Occupation shall not involve the use of any accessory building or yard space for storage, nor shall any activities be conducted outside the main structure.
- D. No display of any kind shall be visible from the exterior of the premises.
- E. All maintenance or service vehicles and equipment, or any vehicle bearing any advertising related to the Home Occupation or any other similar vehicle shall be garaged or stored entirely within a building or structure, or entirely behind the dwelling, out of view of the street.
- F. The Home Occupation shall not generate pedestrian or vehicular traffic in excess of that customarily associated with the zone in which the use is located.
- G. There shall be complete conformity with the Building, Fire, Plumbing, Electrical, and Health Codes and to all State and City Laws and Ordinances.
- H. The Home Occupation shall not cause a demand for municipal or utility services or community facilities in excess of those usually and customarily provided for residential uses.
- I. The Home Occupation shall not be associated with, or produce odor, fumes, light, glare, color, design, materials, construction, lighting, sounds, noises, or vibrations or other nuisances including radio and television reception that may be discernible beyond the premises or unreasonable disturb the peace and quiet of the neighborhood.
- J. Any special condition established by the City Council or City Administrator and made of record in the Home Occupation License, as deemed necessary to carry out the intent of this section shall be met.
- K. All Home Occupation Licenses shall be valid until revoked as provided in Section 5.08.110 of the Highland City Code of Ordinance.

**Note:** Each Home Occupation applicant should check with their neighborhood homeowner’s association to determine if their prospective business is in conformity with their association bylaws, covenants, and restrictions.

**By signing this application, I agree to comply with all City ordinances as set forth in the municipal and development codes regulating home occupation businesses. I understand all Highland City business license applications may be evaluated by the police, fire, health, and zoning. The privilege to have a business license in Highland is granted only by the City Administrator through authority of the Mayor and City Council. At least 10 working days are required for an investigation period. This period may be extended if necessary to complete the investigation. I further understand that if the license is disapproved for any reason, the entire application fee may not be refunded, as the fee may be used to partially defray investigation and administration costs. A license will only be issued upon completion and satisfaction of all application requirements, investigation process and approval of the City Administrator. Approval of license is based on the applicant’s continual compliance to all Highland City codes governing such businesses and may be revoked if applicant is found in violation.**

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**OFFICE USE ONLY**

Neighborhood Notifications Sent (if required): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \*Attach any feedback received from Neighborhood Notification.

Business Licensing Official Approval: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Zoning Approval: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Comments: \_\_\_\_\_

Building Inspection (if necessary): \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Fire Inspection: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\* Home Occupation Licenses do not require a fire inspection, except for Preschool/Daycare/Dance Studio businesses.

City Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_