

## **HOME OCCUPATION BUSINESS LICENSE APPLICATION**

### **When is a business license required?**

A home occupation business license is required for any business activity taking place in a South Salt Lake residence. Your license is valid only for the address on the application.

### **What type of business can qualify as a home occupation?**

Home office businesses are the most common type of home occupations and are permitted in residential areas. A home office need only apply for a home occupation business license. Additional businesses that may be approved with a conditional use permit are hair salons, day cares & dance instruction. Conditional Use Permits require an additional application. Please contact our City Planner to obtain a conditional use permit application (801)483-6011.

### **What are the requirements and restrictions?**

Home occupations must be secondary to the use of the dwelling for residential purposes. The business may only use up to 20% of the floor area of the home. No employees, other than those living at the home can come to the home for business purposes. Customers are allowed by appointment only. For additional information please see title 17.06.130 of the City's municipal code.

### **What is required as part of my business license?**

You will need to completely fill out the Business License Application and provide the City with proof that your business name has been registered with the Utah State Department of Commerce. You do not need to register your business name if you opt to use your *full legal name* instead of a business name. You may be required to supply an occupational or professional license number and a State of Utah Sales Tax ID number.

### **When can I start business operations?**

You can start your business operations once your business license is issued by South Salt Lake City. Submitting a business license application does not authorize the applicant to conduct business until a license is issued. Conducting business without a license is a violation of City ordinances. Home Occupation Daycares require an initial and yearly inspection by the Fire Marshal.

### **How long will it take for my license to be approved?**

South Salt Lake City guarantees that your license will be approved or denied, with notification sent to you within 30 days of receipt of your application. Home occupation licenses are typically approved within 7 days of application.

All new business license applications are subject to approval from Planning and Zoning, Building Inspection, the Fire Marshal and the Salt Lake Valley Health Department prior to issuance of a business license and commencement of operations.

Certain business operations, such as those classified as conditional uses, may require a longer approval process.

### What is the process for renewing my business license?

All business licenses must be renewed annually. Home occupation businesses renew in January. The City will mail a renewal notice approximately one month prior to the expiration date of the current license. To avoid late fees, business owners must return the business license renewal notice prior to the renewal deadline. Please note that although the City sends renewal notices to all businesses prior to the expiration of the current license it is ultimately the responsibility of the business owner to insure that the business license is renewed prior to the expiration date.

### What is the fee?

The Home Occupation business license fee is \$43 for the initial application and \$18 for the annual renewal. The Home Occupation Daycare license fee is \$224.

### Any other questions?

**Business License Official**  
Marissa Kearns

(801) 483-6031  
[mkearns@ssl.com](mailto:mkearns@ssl.com)

**Business License Specialist**  
Tracy Swenson

(801) 483-6063  
[tswenson@ssl.com](mailto:tswenson@ssl.com)

**Business License Inspector**  
Jeff Banman

(801) 483-6008  
[jbman@ssl.com](mailto:jbman@ssl.com)

**City Planner**  
Alexandra White

(801) 483-6011  
[awhite@ssl.com](mailto:awhite@ssl.com)

**Deputy Director / Housing Administrator**  
Francis Xavier Lilly

(801) 412-3224  
[flilly@ssl.com](mailto:flilly@ssl.com)

**Director of Community Development**  
Michael Florence

(801) 412-3225  
[mflorence@ssl.com](mailto:mflorence@ssl.com)



# Home Occupation Business License Application

Community Development Department

220 East Morris Avenue Ste 200

South Salt Lake City, UT 84115

801.483.6063 / Fax 801.483.6060 / [www.southsaltlakecity.com](http://www.southsaltlakecity.com)

1. BUSINESS NAME AND ADDRESS				
Business Name (must be registered with the Utah Department of Commerce, unless it is your full legal name)			Business Telephone	
Business Street Address (No PO Box)	Unit or #	City	State	Zip
Business Mailing Address (if different)		City	State	Zip
2. BUSINESS OPERATIONS				
Describe your business operations in detail. Include an estimated starting date:				
How many employees will you have at your business location?		Where in the home will the business activity take place?		
Will customers come to the home?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does your business involve Outdoor Storage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any commercial business vehicles parked at your home?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like to be emailed about South Salt Lake City news and events?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Utah State Sales Tax #	EIN	Utah DOPL License #		
3. BUSINESS OWNER AND RESPONSIBLE PARTY INFORMATION				
Business Owner(s) and date(s) of birth (attach additional pages if necessary)		Address		
		City	State	Zip
Telephone		Email		

*This form is an application for a business license. The receipt of license fees does not constitute approval to operate a business. Business operations may commence only after all applicable approvals and a business license has been issued. Renewal of this license is the responsibility of the business owner. Failure to receive a renewal notice does not excuse this responsibility. Operating a business without an approved business license constitutes a Class C Misdemeanor.*

**I hereby agree to conduct said business strictly in accordance with all South Salt Lake City codes governing such businesses 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:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Office Use Only</b>	Date Received	Receipt #	License Fee	Regulatory Fee	License #
	Zoning Approval	Date	Notes		