

Payson City
439 West Utah Avenue
Payson, UT 84651 (801) 465-5204



Home Occupation
Business License Application

Business License # _____

Application Date: ___/___/___

Sales Tax ID # _____

Projected Opening Date: ___/___/___

Federal ID # _____

Type of Organization:

State/Entity ID # _____

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> New Owner |
| <input type="checkbox"/> Proprietorship | <input type="checkbox"/> New Location |
| <input type="checkbox"/> Limited Liability | <input type="checkbox"/> New Business |
| <input type="checkbox"/> Corporation | |

Contractor # _____

Business Name _____ Business Phone _____

Business Address _____ City _____ State _____ Zip _____

Mailing Address _____ City _____ State _____ Zip _____

Applicant's Name _____ Date of Birth ___/___/___

Applicant's Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____

Property Owner's Name _____ Phone _____

Home Address _____ City _____ State _____ Zip _____

Description of Business _____

Include:

A site plan of the lot/yard.

May be hand drawn. Indicate business parking areas, outside accesses, and walking areas for customers. Walking areas should be labeled "paved, grass, or dirt". Include measurements of walks and parking areas.

A floor plan of the residence.

May be hand drawn. Identify the room in which business will be conducted. Include the square footage of that room and of the entire home. Payson City ordinance section 13.34.030 (Application and Approval Required) states, "The area used for the home occupation shall not exceed twenty-five (25) percent of the dwelling or five hundred (500) square feet, whichever is less."

A business statement. *The business statement should include, but is not limited to, products and/or services you will be providing, along with any expansion plans, number of employees, and hours of operation.*

A home occupation must meet all requirements in Payson City Code 13.34. Please answer the following questions and submit any additional information as requested.

- Yes No – Will the home occupation cause a higher demand for municipal or utility services?

- Yes No - Are there additional business licenses at this location?
- Yes No - Is there anything with the proposed business that would disturb the neighborhood? (i.e., traffic, noise, lighting, vibrations, etc.) Please explain.

- Yes No - Has the legal owner signed the license application?
- Yes No - Will the main use of the home still be residential?
- Yes No - Will the home occupation be conducted entirely within the dwelling and not in any accessory structures, or an enclosed garage or carport? If not, please explain.

- Yes No - Will there be any interior alterations for the home occupation? If yes, please explain.

- Yes No - Does the proposed business require any alterations to the exterior of the residence, garage or carport area? If yes, please explain.

- Yes No - Will your home occupation need any storage? If yes, please explain.

- Yes No - Is the entrance to the home occupation from the outside the same entrance used by the residents?
- Yes No - Will your home occupation require signage? If yes, you need to obtain a sign permit.
- Yes No - Will your proposed business have customers coming to the house? If yes, please explain.

- Yes No - Will your proposed business have employees, other than yourself? If yes, please explain and how many?

- Yes No - Will your proposed business have vehicles used for the home occupation? If yes, where will they be parked? _____

If the applicant is not the property owner, the following must be completed:

I, _____, the owner of the above property, authorize the applicant to conduct the business as described on this application.

Date: ___/___/___

Property Owner Signature _____

Sign Permit Agreement

I _____, owner of _____ business, agree to obtain a sign permit prior to installation of any signage for the business noted above. I agree to follow the Payson City Sign Ordinance, as found in Payson City Code 13.32.

Date: ___/___/___

Applicant Signature _____

Please be aware that you are not authorized to operate your business until you have received your business license. It is a Class C misdemeanor to operate a business in Payson City without the required license.

State and local statutes may require that various agencies inspect your business location for health and safety issues. The inspectors are authorized to inspect for their department or division only. Approval of any one inspector does not constitute approval of your business license.

Your license will be issued upon receiving approval of all necessary inspections, and completion of entire licensing process.

I _____, agree to conduct business in accordance with Payson City code and swear under penalty of law that the information herein is true.

Date: ___/___/___

Applicant Signature _____

FOR OFFICE USE ONLY

Planning: _____ Zone: _____ Date: _____
Building: _____ Date: _____
Fire: _____ Date: _____
Police: _____ Date: _____
Health-Ag: _____ Date: _____
Pre-Treatment: _____ Date: _____
License Issue Date: _____ **By:** _____