



SOUTH WEBER CITY

1600 E South Weber Drive, South Weber, UT 84405
(801) 479-3177 FAX: (801) 479-0066
www.southwebercity.com

HOME OCCUPATION PERMIT & BUSINESS LICENSE Information & Application Instructions

DEFINITION – HOME OCCUPATION: An occupation conducted entirely, or in part, within the dwelling and which is clearly incidental and secondary to the use of the property for dwelling purposes. Regulations applying to home occupations shall not apply to any portion of an occupation not conducted upon the residential property. Home occupations shall not be interpreted to include kennels, commercial stables, real estate offices, restaurants or other uses which are foreign in character to a residential use. (South Weber City Code 10-1-10)

EFFECT ON PRIVATE COVENANTS AND AGREEMENTS: Title 10, Zoning Regulations, of the South Weber City ordinances shall not nullify the more restrictive provisions of private covenants and agreements entered into between private persons, but shall prevail notwithstanding such provisions which are less restricted. Enforcement of private covenants and agreements affects only the parties in interest and the responsibility therefore may not be assumed by the City or its agents.

BEFORE AN APPLICATION WILL BE ACCEPTED THE FOLLOWING STATE REGULATIONS MUST BE MET:

1. **Business Name Registration:** If using an assumed name (DBA: "Doing Business As") for the business, it must be registered with the Division of Corporations and Commercial Code.

You may register your DBA at one of the following:

- Division of Corporations and Commercial Code
160 East 300 South, First Floor, Salt Lake City 1-877-526-3994 (toll free)
- *One-Stop Online Business Registration** at www.business.utah.gov/registration

2. If applicable, a **State Sales & Use Tax Number** must be obtained.

You may obtain a State Sales Tax Number at :

- State Tax Commission/SLC, 210 North 1950 West, Salt Lake City 1-800-662-4335
- State Tax Commission/Ogden, 2447 Lincoln Ave., Ogden (801) 778-6550
- With Business Name Registration at *One-Stop Online Business Registration**
at www.business.utah.gov/registration

SUBMIT THE FOLLOWING WITH YOUR APPLICATION (application will not be accepted without all applicable items):

- Completed Application**
- Application Fee - \$10**
- License Fee** (see fee chart)
- Verification of Business Name Registration**, if applicable
- Verification of State Sales Tax Number**, if applicable
- Verification of State License Number**, if applicable
- Davis County Assessor New Business Information Form**
- Fire Inspection Certificate.** (*All businesses, including home occupations, must have an inspection by the South Weber Fire Dept. No additional fee is charged for this inspection.*)

To arrange an inspection, contact:

- Doug Bitton at 388-5326

SOUTH WEBER CITY

CLASS 2 SIGN SPECIFICATIONS (South Weber City Ordinance 10-9-4.B.)

1. Sign type: Business.
2. Structural Type: Flat, ground or pole.
3. Lighted Type: Direct or indirect lighted.
4. Maximum Number and Size: One sign not to exceed three (3) square feet for home occupations.
5. Maximum Height: Ten feet (10').
6. Special Limitation: No animated signs.
7. Location: Anywhere on the property.

OFFICE USE:

Date Rec'd _____ Application # _____ Fee \$ _____ Receipt # _____ Lic. # _____

Date Issued _____ Initial Fire Inspection _____ Yearly Fire Insp Y N

**SOUTH WEBER CITY
HOME OCCUPATION PERMIT & BUSINESS LICENSE APPLICATION**

Applicant: _____ Phone: _____

Mailing Address: _____ Fax: _____
(Street) (City, State, Zip)

Email: _____ Mobile: _____

Property Owner (if not applicant): _____ Phone: _____

Address: _____
(Street) (City, State, Zip)

APPLICATION IS HEREBY MADE TO SOUTH WEBER CITY REQUESTING THAT:

_____ be permitted as a home occupation on
(Type of use)
property located at _____ Parcel I.D. _____ Zone _____
(Property Address)

Business name: _____

State Sales & Use Tax No: _____ State License No: _____

Proposed use (In detail): _____

Total livable floor area (square footage) of residence: _____

Total square footage used for home occupation (including storage): _____

Total square footage used for storage for home occupation: _____

(Home occupation cannot exceed 15% of residence; storage cannot exceed 50% of the home occupation usage area)

Will any garages or accessory structures be used in connection with the home occupation? Yes No

If yes, description, size and location of structure _____

Number of persons coming to the home as a result of this application:

At any one time: _____ On a daily basis: _____

Will home occupation include a part-time employee (other than applicant)? Yes No

If yes, number of hours part-time employee will work: _____

(See Home Occupation Conditions – A)

Off-street parking spaces available: _____

Type of equipment, materials, machinery, tools and merchandise stock involved in this use:

What type of modifications to the residential structure are anticipated because of this use?

Will a sign be used to advertise the home occupation? Yes No

If "Yes", please attach a sketch plan showing design, size and location of sign. (Class 2 signs permitted – see Home Occupation Conditions – E, & enclosed specifications)

Emergency Contact: Please list the name and telephone number of a local person who may be contacted by the City in case of fire or police emergency at your business in the event the owner is not available.

Name _____ Phone _____

HOME OCCUPATION CONDITIONS

Each and every one of the following home occupation conditions must be observed at all times by the holder of a home occupation permit (Ordinance 10-11-11):

- A. Only family members related by blood, marriage, or adoption, who are bona fide residents of the dwelling unit shall be employed on said premises. However, during the calendar year, one part-time employee may work in connection with the home occupation, if approved by the Planning Commission.
- B. The home occupation will be clearly incidental and secondary to the residential use of the property and will not physically change the dwelling to the extent that it would alter the residential character of the dwelling or the residential atmosphere of the of the neighborhood in which it is located. Furthermore, it shall not unreasonably disturb the neighborhood by reason of color, design, material, construction, odors, lighting, sounds, noise or vibrations.
- C. The home occupation shall be conducted principally within the primary structure on the premises. After careful review for fire and safety concerns, home occupations may be conducted within garages and accessory structures which are typically associated with residential uses. The home occupation in all cases shall not exceed 15% of the total livable floor area of the primary structure subject to an exception approved by the Planning Commission for cause.
- D. Inventory and supplies for the home occupation shall not occupy more than 50% of the permitted home occupation area.
- E. Class 2 signs shall be permitted advertising home occupations (specifications attached). They must comply with all regulations of Title 10, Chapter 9.
- F. Maintenance and service vehicles related to home occupations may be kept or parked in the open provided that the number does not exceed one motorized vehicle and one trailer or other non-motorized vehicle, and provided the total sign area for the home occupation, including any sign are on the vehicle, does not exceed the area allowed by Title 10, Chapter 9. Vehicles which do not meet those requirements must be kept in a garage or screened outdoor area.
- G. The home occupation shall generate no greater vehicular traffic than that commonly associated with the neighborhood in which it is located (i.e., heavy trucks, delivery or service vehicles, etc.) The home occupation shall not occupy the area in the garage required for two parking spaces.
- H. All vehicles of customers or residents must be parked in authorized portions of the lot upon which the home occupation is located.
- I. There shall be complete conformity with fire, building, plumbing, electrical and health codes and to all state and county ordinances.
- J. The home occupation shall not create a hazard by using flammable, explosives or other dangerous materials or by keeping, raising, or storing animals which are capable of inflicting harm or discomfort or endangering the health and safety of any person or property.
- K. The home occupation shall not create a demand for municipal or utility services or community facilities in excess of those usually and customarily provided for residential uses.
- L. The home occupation shall not involve the installation in the dwelling of special plumbing or electrical equipment which cannot be used with the electrical or plumbing service customarily used in a dwelling.
- M. Any special conditions recommended by the building inspector and/or the fire chief and made of record in the Home Occupation Permit shall be met.

I understand approval of my Home Occupation Permit is contingent upon compliance to each and every one of these conditions and I agree to observe said conditions at all times.

SIGNED: _____

DATE: _____

PUBLIC NOTICE AUTHORIZATION: I (we) do hereby give permission to South Weber City to place a city "public notice" sign on the property contained in this application for the purpose of notification of the conditional use application.

Signed: _____
Property Owner Property Owner

To be completed and signed by Applicant (if Applicant is not property owner, please have property owner sign Authorization below)

APPLICANT AFFIDAVIT

State of Utah)
County of _____)

I (We) _____, being duly sworn, depose and say I (we) am (are)
_____ the sole owner(s)/owner(s), of the property involved in this application;
or
_____ are authorized by the owner(s) of the subject property of this application;

to wit, _____, South Weber, Utah, and that the statements and answers
Property Address
contained herein, in the attached plans, and other exhibits, thoroughly and to the best of my ability, present the argument in behalf of the application. Also, all statements and information are in all respects true and correct, to the best of my knowledge and belief.

Dated this _____ day of _____, _____.

Signed: _____
Applicant Applicant

Subscribed and Sworn before me this _____ day of _____, _____.

Notary Public: _____
My commission expires: _____

To be completed and signed by Property Owner(s) if not Applicant

PROPERTY OWNER AUTHORIZATION

State of Utah)
County of _____)

I (We) _____, the sole owner(s) of the real property located at
Property Owner(s)
_____, South Weber, Utah, do hereby authorize _____,
to
Property Address Applicant(s)
make application for and conduct a home occupation as described in this application at the above described real property.

Dated this _____ day of _____, _____.

Signed: _____
Property Owner Property Owner

Subscribed and Sworn before me this _____ day of _____, _____.

Notary Public: _____
My commission expires: _____