



Home Occupation Business License Application Checklist & Procedures

City of West Jordan
8000 Redwood Road
West Jordan, UT 84088-4604
Phone: 801-569-5010
Fax: 801-569-5049
www.WJordan.com

A business license application will need to contain the following before consideration for review:

1. Home Occupation Business License application
 - a. Application Form
 - b. Detailed Description of Business Operations Form
2. Copy of Department of Commerce Name Registration (DBA, INC, LLC, etc.)
Department of Commerce, 160 E. 300 South, SLC, (801-530-4849)
www.business.utah.gov/registration to register name/tax numbers online.
3. State Sales Tax Number and Employee ID Number (if applicable)
State Tax Commission: 210 N. 1950 West or 160 E. 300 South, SLC (801-297-2200)
4. Property Owner Permission If you are not the property owner, a letter giving the occupant permission to operate a business from this home from the property owner is required.
5. If you live in an **HOA or PUD** community, a letter from the Board allowing you to have a Home Business must be included.
6. Pay fees
 - a. \$40.00 Business License fee – may be prorated. Check before paying.
 - b. \$50.00 Development Services fee – for all new applications.
7. **Copy of a Current Background Check**
(All massage, Reiki, solicitor, and sexually oriented business on all owners and employees.)

Refer to West Jordan’s Municipal code: Title 4 Chapter 1 and Title 4-1A. The Municipal Code can be found online at www.wjordan.com click on “Government,” then “Municipal Code.”

THE FOLLOWING CITY DEPARTMENTS WILL REVIEW THE APPLICATION

Planning & Zoning

This department will need to review all applications. Chapter 13 of the West Jordan Municipal Zoning Code will have all of the code requirements and restrictions pertaining to a Home Occupation business license. Any questions regarding code requirements and restrictions call Planning & Zoning at 801-569-5060.

Building Safety

This department will only inspect in-home salons, child daycare, preschools, instructional, etc. Scheduling for this inspection will be done by the Business License Department after the Planning & Zoning Department has approved the application.

OTHER AGENCIES THAT MAY NEED TO REVIEW THE APPLICATION

Health Department

If the nature of your business requires approval of the Salt Lake Valley Health Department, whether it’s the Bureau of Food Protection or the Bureau of Sanitation & Safety, they will receive a copy of your application. You are responsible to contact them and meet any of their requirements. This includes all Beauty Salons, Nail Salons, Massage Therapy, Reiki, Food Services, Doctors, Dentist, etc. Both bureaus are located at 788 E. Wood Oak LN, Murray UT. Any food sales, contact the Bureau of Food Protection at 385-468-3860. Salons, massage therapy, Reiki, doctor’s offices, etc., contact the Bureau of Sanitation & Safety at 385-468-3860.

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South Valley Water Reclamation Facility

If the nature of your business requires any disposal of any pollutants, chemicals, oils and/or grease, the South Valley Water Reclamation Facility will receive a copy of your application for approval. The applicant is responsible for contacting them and meeting any of their requirements. Grocery and convenient stores, restaurants, film processing, manufacturing industries and auto repair are some examples of applicable businesses. The South Valley Water Reclamation Facility is located at 7495 S. 1300 West, West Jordan or call them at 801-566-7711.

HELPFUL RESOURCES

A great resource for starting a business is www.business.utah.gov. This site connects new business owners with all required Government Agency registrations.

Register Business Name: Department of Commerce and Commercial Code

If you are using a business name, whether it be a DBA, LLC, INC., etc., the name needs to be registered with the Department of Commerce, located at 160 E. 300 South, Salt Lake City, (801-530-4849). This can be done in person or online at www.business.utah.gov (One Stop Online Business Registration).

When using the online registration, you may also obtain tax numbers such as Sales and Use Tax and Employee Income Tax Withholding (EIN).

Employers

If you pay wages to any person and are an employer, you are required to register with the following State and Federal Government Agencies:

- Internal Revenue Service: 50 S. 200 East, Salt Lake City, (800-829-3676)
- Department of Workforce Services: 160 E. 300 South, Salt Lake City, (800-530-5090 or local call 801-530-6800)
- Workers Compensation Fund of Utah: contact Workforce Services at 801-526-9675
- Utah State Tax Commission: 210 N. 1950 West, Salt Lake City, (801-297-2200) <http://tax.utah.gov>

State of Utah Department of Occupational and Professional License

If your profession is regulated and licensed by the State of Utah such as a contractor, cosmetologist, real estate, mortgage, doctor, etc., a copy of this license will need to be provided to the City when the business license application is submitted. The Department of Occupational and Professional License is located at 160 E. 300 South, Salt Lake City, (801-530-6628) or www.dopl.utah.gov.

Criminal Background Check

Bureau of Criminal Identification, 3888 W. 5400 South, West Valley City, (801-965-4445)

If applicant is from outside of Utah, a criminal background check is required from an equivalent agency located in the state where the applicant resides or a national check by B.C.I., if available.



Home Occupation Business License Application

City of West Jordan
8000 Redwood Road
West Jordan, UT 84088-4604
Phone: 801-569-5135
Fax: 801-569-5049
Email businesslicense@wjordan.com
www.WJordan.com

APPLICANT INFORMATION

Account No. _____

Business Name (if applicable): _____

Business Phone : (____) _____ Email: _____

Business Address: _____

Mailing Address: _____

Description of Business Operation: _____

Does your business involve the sale of a tangible product? _____ State Sale Tax: _____

Do you have employees? _____ EIN # _____

Utah Division of Occupational/Prof. License #: _____ Type: _____

BUSINESS OWNER INFORMATION

Business Owner name: _____ Phone: _____

Business Owner Address: _____

Birth date: _____ Social Security #: _____

Driver's License #: _____ State: _____ Expiration Date: _____

PROPERTY OWNER INFORMATION

Property Owner Name: _____

Owner Address: _____

Phone (Home) (____) _____ (Work): (____) _____

Email Address: _____

Letter of permission included? Y/N _____ (required if you do not own your home)

APPLICANT INFORMATION

Under state and federal law we are prohibited from processing this application or issuing a license to any person who fails to provide this information.

Check one:

_____ I am a U.S. citizen. SSN: _____

_____ I am a Qualified alien under *U.S.C. 1641 and am present in the U.S. Lawfully. I-94: _____

Alien#: _____

This form is an application for a business license. The payment of license fees does not constitute approval to operate a business. The business license will be issued when all reviews are complete and compliance with Zoning, Building, Fire, Health or other City Divisions have been met.

aaaI affirm under penalty of perjury that all information on this application is true and correct. I also agree to comply with all requirements of the West Jordan City Code.

(Applicant's Signature)

(Date)

Office use only: _____

Home Occupation
Business License Application
Detailed Description of Business Operations

Please provide detailed descriptions of business activities in the section applicable. Indicate when the description is not applicable. *A description lacking in detail will likely result in delays.*

COMMERCIAL BUSINESS

Describe the business activities that will be conducted at the proposed business location (office, warehouse, retail or salon):

Describe the business activities that will be conducted off-site (construction, delivery, installation, etc):

HOME OCCUPATIONS

Is another home occupation operated from this address? If so, what is the business name?

Outline business activities to be conducted in the home:

Provide the number of business vehicles you will have. *Do not include personal vehicles.*

Provide the number of business trailers you will have. *Do not include personal trailers.*



THE CITY OF WEST JORDAN
ZONING REQUIREMENTS ACKNOWLEDGEMENT

The purpose of this form is to outline allowed home occupations and all applicable requirements that are regulated by the Planning and Zoning Department and Title 13 of the West Jordan City Code. Please be aware that these guidelines only cover Planning and Zoning requirements, and do not include State code requirements or other specific City and/or State department requirements. All home occupation regulations are found in Section 13-11 and 13-5B-2 of the City Code.

Signing this document acknowledges that the home occupation complies with all of the following requirements:

Permitted Uses

**Home Occupations that require only a Business License.
No Administrative Conditional Use Permit is required.**

- Home Office
- Accounting Services
- Consulting Service
- Bookkeeping
- Internet or Mail Order Sales
- Computer-Based Businesses
- Professional Services (i.e. architectural, interior design, etc.)
- Insurance Sales or Broker
- Janitorial Service
- Construction Office (no storage or use of heavy equipment)
- Landscaping Contractor (no storage or use of heavy equipment)
- Real Estate Sales or Broker
- Sales Representative
- Direct Sales Distribution
- Artists and/or Authors
- Home Crafts and Arts
- Sewing or Embossing of Clothing or Fabrics
- Barber Shops, Beauty Shops or Nail Salons
- Daycare for up to 4 children per day. If the Daycare is licensed or certified, State code shall apply.
- Preschool, dance studio, aerobic exercise, music lessons, tutoring, general educational instruction, and other related uses, provided the number of clients is limited less than twelve (12) total per day.
- Massage Therapy
- Garden Produce

Administrative Conditional Uses

Home Occupations requiring a Business License and an Administrative Conditional Use Permit.

- Preschool, dance studio, aerobic exercise, music lessons, tutoring, general educational instruction, and other related uses, provided the number of clients is more than twelve (12) total per day, but less than twelve (12) clients per session.

Note: Any uses providing educational or daycare facilities for children are subject to annual inspections by the West Jordan Fire Department.

Basic Planning and Zoning Requirements

The following list covers all requirements for a home occupation. A more detailed list of requirements can be found in the Zoning Ordinance, Title 13, Chapter 11 and is located on the West Jordan City website at www.wjordan.com.

- A. Business License Required: A home occupation shall obtain a business license pursuant to title 4, chapter 2, article D of the West Jordan City Code.
- B. Location: A home occupation shall be located only in the following zones: A, R, PRD, P-C, CC, VLSFR, LSFR, MFR, HFR
- C. Subordinate Use: A home occupation shall be a subordinate use which is secondary and incidental to the primary use of the dwelling unit for residential purposes.
- D. Within Principal Residence: A home occupation shall be carried on within the principal residence building.
- E. Residence Required; Employees: The business licensee shall reside in the residence where the home occupation is conducted. Two (2) employees other than residents of the dwelling unit shall be allowed for a home occupation.
- F. Exterior Alteration Prohibited: A home occupation shall not alter the exterior residential character of the dwelling or premises. No exterior architectural modification shall be made expressly to accommodate the home occupation. Interior alterations for the purpose of accommodating the home occupation are prohibited if such alteration eliminates either the kitchen, dining area, bathrooms, living room, or a majority of the bedrooms.
- G. Use Outside Residence: A home occupation shall not involve the use of any yard space or activity outside of the residence, unless: 1) the use or activity is customarily found in the residential neighborhood; and 2) the use or activity does not adversely impact the residential nature of the neighborhood.
- H. Floor Area Used: Except where a daycare service is approved as a home occupation, not more than twenty five percent (25%) of the area of any floor shall be devoted to the home occupation up to a maximum of five hundred (500) square feet.
- I. Inventory and Supplies: Inventory and supplies for the home occupation shall not occupy more than fifty percent (50%) of the permitted area.
- J. Signage: Advertising signs shall be limited to one unanimated, nonilluminated wall sign for each dwelling. The sign shall be placed either in a window or on the exterior wall on the front of the dwelling and shall not have an area greater than two (2) square feet. Minimal mailbox identification is permitted.
- K. Traffic, Parking Requirements: Home occupations shall meet the following traffic and parking requirements:
 - 1. Only one (1) vehicle and one (1) trailer may be used in association with a home occupation. They shall be stored entirely on private property and not within the front yard or street side yard of a corner lot. Off street parking for residents must be preserved in addition to that which is required for the commercial vehicle. The vehicle used for the home occupation shall be limited to a maximum gross vehicle weight rating of twelve thousand (12,000) pounds or six (6) tons. Off street parking for the resident's vehicles and the commercial vehicle must be maintained at all times.
 - 2. Up to six (6) customers or patrons per hour may come to the home, provided adequate off street parking is provided and the use does not adversely affect the neighborhood. This subsection excludes daycare, certified residential childcare facilities, dance studio, aerobic exercise, music lessons, preschools, tutoring, general educational instruction, and other related uses where this code expressly allows for a larger number of clients.
 - 3. A home occupation shall not generate vehicular traffic (both type and volume) which is not commonly associated with the zone in which the home occupation is located (i.e., heavy trucks, delivery or service vehicles, significantly increased traffic, etc.).
- L. Interference, Nuisance Prohibited: The home occupation shall not be discernible beyond the premises or unreasonably disturb the peace and quiet of the neighborhood by causing interference with radio, television or other electronic reception, or by reason of design, materials, construction, lighting, glare, color, spray, odor, smoke, dust, heat, noxious fumes, sound noise, vibration, vehicles, parking, general operation of the business, or other nuisance.
- M. Hazardous Materials: Toxic, explosive or combustible materials shall not be allowed in conjunction with a home occupation. No process or material shall be used which is hazardous to public health, safety, morals, or welfare.
- N. Promotional Meetings: Promotional meetings for the purpose of selling merchandise or taking orders shall not be held more than once per month.

- O. Hours of Deliveries, Visits: Deliveries and customer/client visits to the home occupation site are prohibited between the hours of ten o'clock (10:00) P.M. to seven o'clock (7:00) A.M.
- P. Demand for Services: A home occupation shall not create a demand for municipal, community or utility services that are substantially in excess of those usually and customarily provided for residential uses.
- Q. Excessive Voltage Use: A home occupation shall not involve the installation in the dwelling of special equipment and/or fixtures which require more than normal voltage used for residential purposes or which use is incompatible with the use of the premises as a residential dwelling.
- R. Code Conformity; Inspections: There shall be complete conformity with health, fire, building, plumbing, electrical, and all other city, county, state and federal codes, including business license regulations. Periodic inspections will be made as required by these codes and the type of home occupation.
- S. Additional Conditions May Be Imposed: The city planner may require additional conditions in order to alleviate any impacts a home occupation may have on adjacent neighbors and the public.
- T. Food Regulations: The preparation, storage, manufacture or sale of foods from a private home is limited to those substances and activities allowed by the state department of health.
- U. Sales Restricted: Sales must be by appointment or other personal arrangement and not offered to the general public as a commercial retail outlet.
- V. Daycare, Preschools: In addition to the other requirements of this section, daycare and preschools shall meet the following requirements:
 - 1. The minimum amount of square feet per child required for preschool and daycare services shall be subject to state licensing requirements.
 - 2. The number of students/children permitted in association with a home occupation shall include the licensee's children, except those children over twelve (12) years of age. In the case of a licensed or certified residential childcare facility, state code shall apply.
 - 3. Daycare services shall be allowed employees as required by the state department of health.

Building Permit Requirements

A building permit is required for:

- 1. Any upgrade or addition to any electrical, plumbing, or mechanical system.
- 2. Any addition to, or removal of, any framing (load bearing or not)
- 3. Window and door removal or additions
- 4. New entries including basement walk outs
- 5. Installation of new furnace, air conditioner, or water heater

Call the West Jordan Building and Safety division if you have any questions: 801-569-5050

If you have any questions about your business, please contact the West Jordan Planning and Zoning department at 801-569-5060 or visit the City website at www.wjordan.com.

THE CITY OF WEST JORDAN
ZONING REQUIREMENTS ACKNOWLEDGEMENT

The undersigned applicant for home occupation business license represents and warrants to the City of West Jordan, under penalty of perjury, that the home occupation which is the subject of the current license application meets and satisfies each and every one of the above written zoning requirements. The undersigned is aware that any information obtained by the City showing the noncompliance by the applicant with any of the above written requirements will be cause for the City to revoke the home occupation license and to pursue any other remedies it may have, including but not limited to criminal prosecution.

(Applicant)

(Date)

(Business Name)

(Business License Number)

SUBMIT ONLY THIS PAGE WITH APPLICATION