



# HOME OCCUPATION BUSINESS LICENSE APPLICATION

**\$NO FEE**

**\*This is an application to conduct a home occupation business in North Ogden City for the period of one calendar year. The person submitting this application is not entitled to engage in business until the City has approved the application.**

**Application Date:** \_\_\_\_\_

**Business License #:** \_\_\_\_\_

**Business Status: (Check all that apply)**      **New Business**      **Name Change**      **Ownership Change**

BUSINESS INFORMATION	
Business Name:	Business Phone:
Business Address:	City, State, Zip Code:
Business Mailing Address, if other :	City, State, Zip Code:
<b>Business Email:</b>	
<b>State Registration (Entity) #:</b>	<b>State Sales Tax:</b>
Applicant Name:	Applicant Phone:
Applicant Address:	City, State, Zip Code:
Applicant Driver's License# :	Applicant Date of Birth:
Applicant Professional License# (DOPL), if applicable:	
Property Owner Name:	
Briefly describe the proposed business:	
How many clients will be coming as a result of this application at any one time during a daily interval?	
What provisions are available for off-street parking?	
What type of equipment, materials, machinery, tools, merchandise, and stock are involved in the home occupation?	
What types of modifications to the residential structure are anticipated because of the home occupation?	
If in a PRUD does your Home Owner's Association allow for home occupations?	

**ALL HOME OCCUPATIONS MUST COMPLY WITH THE FOLLOWING REQUIREMENTS OF ZONING REGULATIONS 11-16-3: DEVELOPMENT STANDARDS OF ALL HOME OCCUPATIONS**

**Please Initial:**

- \_\_\_\_\_ 1. Residents Of Premises: Only persons who are bona fide residents of the premises shall be engaged in the occupation.
- \_\_\_\_\_ 2. Residential Character Retained: The home occupation 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 neighborhood in which it is located. Furthermore, it shall not disturb the peace and quiet, including radio and television reception, of the neighborhood by reason of color, design, materials, construction, lighting, sounds, noises or vibrations.
- \_\_\_\_\_ 3. Maximum Area Of Use: If a home occupation is conducted within the living quarters of a dwelling unit, the home occupation shall not occupy more than the equivalent of twenty five percent (25%) of the main floor area, up to a maximum of three hundred (300) square feet. If a home occupation is conducted within the garage of a dwelling unit, the home occupation shall not occupy more than thirty-three percent (33%) of the garage area.
- \_\_\_\_\_ 4. Conducted Within Living Quarters; Exception: Home occupations may be permitted in the garage as long as the provisions of chapter 16 of this title are complied with. Any home occupation approved for a garage shall have minimal environmental impact on the character of the neighborhood as described in CCNO 11-16-5 related to public nuisances, and other relevant provisions of the municipal code. Existing prohibited home occupations with garages will be given a 6 month amortization time period to continue to operate from February 28, 2015.
- \_\_\_\_\_ 5. Display Or Sales Of Goods: Retail sales on the premises are not permitted except as allowed in subsection N of this section. Catalog sales, internet sales, and similar types of sales are permitted if the product is drop shipped from the order warehouse to the buyer's home.
- \_\_\_\_\_ 6. Signs And Advertising: No sign or advertising shall be displayed on the premises. This requirement shall not apply to temporary advertising of produce in season nor to income producing activities engaged in by minors only.
- \_\_\_\_\_ 7. Traffic: The home occupation shall not generate more than five (5) vehicular roundtrips a day.
- \_\_\_\_\_ 8. Parking: The addition of off street parking facilities on the premises of the home occupation beyond that normally required for residential uses is prohibited. Parking of automobiles generated by the home occupation will be confined to existing residential parking. There shall be no storage or parking on the premises or on the adjacent streets in the vicinity of the premises of tractor trailers, semi-trucks, or other heavy equipment used in an off-premise business for which the dwelling is being used as a home occupation office, except that not more than one truck of one-ton capacity or less may be parked on premise during off work hours at night. A work trailer up to 22 feet in length may be parked at night as part of the home occupation business. All trucks and trailers used as part of the home occupation business shall be licensed and registered, and parked in accordance with CCNO 11-17-3 (Design and Location of Parking Spaces). Home occupations within garages shall maintain the required two car parking spaces in accordance with CCNO 11-17-3 (Design and Location of Parking Spaces).
- \_\_\_\_\_ 9. Conformance With Laws: There shall be complete conformity with fire, building, plumbing, electrical and health codes; and to all state and city ordinances and other laws, covenants, restrictions or regulations pertaining to the premises upon which the home occupation is conducted.
- \_\_\_\_\_ 10. Emissions: The home occupation shall not be associated with noise, dust, odors, noxious fumes, glare, or other hazards to safety and health which are emitted and may be discernible beyond the premises.
- \_\_\_\_\_ 11. Dangerous Materials Or Harmful Animals: The home occupation shall not create a hazard by using flammable, explosive or other dangerous materials, or by keeping or raising animals which are capable of inflicting harm or discomfort or endangering the health and safety of any person or property.
- \_\_\_\_\_ 12. Excessive Demand For Services: 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.
- \_\_\_\_\_ 13. Use Outside Main Building: The home occupation shall not use any accessory buildings, yard or space outside of the main dwelling not normally associated with the residential uses permitted within the zone wherein the dwelling is located.
- \_\_\_\_\_ 14. Product Sales: Sales of specialty products such as kitchenware, candles, cosmetics, merchandise made by the seller, or similarly branded item intended primarily for home sales are permitted if sales are made at the buyer's home, or ordered by catalog, or internet, or at sales parties. As with all businesses, sales exceeding five hundred dollars (\$500.00) annually requires a business license. (Ord. 2011-09, 5-10-2011)
- \_\_\_\_\_ 15. Any nursery or daycare use of the dwelling shall comply with state law governing such use and the number of classroom occupants is governed by the minimum egress and access requirements.
- \_\_\_\_\_ 16. If preschool or daycare: total # of children \_\_\_\_\_; # of children (not including your own) \_\_\_\_\_
- \_\_\_\_\_ 17. In the event the home occupation is conducted, in whole or part, outside of the main dwelling:
  - a. The home occupation shall be conducted between June 1st and Sept. 1st of each calendar year;
  - b. The home occupation shall be conducted between Mon.-Fri. between 10 am - 4 pm;
  - c. The size of any class or group shall not exceed 9 persons, including observers.
- \_\_\_\_\_ 18. I do hereby comply with all State, County, and local regulations

**APPLICANT'S AFFIDAVIT**

I/We \_\_\_\_\_ being duly sworn, depose and say being duly sworn, depose and say that I/we are the owner(s) or authorized agent(s) of the owner of property involved in the attached application and that the statements and answers therein contained and the information provided in the attached plans and other exhibits present thoroughly, to the best of my/our ability, the argument in behalf of the applicant herewith requested and that the statements and information above referred to are in all respects true and correct to the best of my (our) knowledge and belief.

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning District \_\_\_\_\_ Planning Dept \_\_\_\_\_ Bldg Dept \_\_\_\_\_ Fire Dept \_\_\_\_\_ CC Approval \_\_\_\_\_