

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



Home Occupation  
Business License Application

Business License # \_\_\_\_\_

Application Date: \_\_\_/\_\_\_/\_\_\_

Projected Opening Date: \_\_\_/\_\_\_/\_\_\_

Type of Organization:

- Partnership
- Proprietorship
- Limited Liability
- Corporation
- New Owner
- New Location
- New Business

Entity/DBA # \_\_\_\_\_

Perm State Tax # \_\_\_\_\_

Federal Tax # \_\_\_\_\_

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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Date \_\_\_/\_\_\_/\_\_\_

Property Owner's Signature \_\_\_\_\_

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 they will be conducting business. Give the square footage of that room and also the square footage of the entire home. Payson City ordinance section 19.16.3 (Application and Approval Required) states, "Not more than twenty-five percent (25%) of the dwelling shall be devoted to the home occupation, not to exceed five hundred (500) square feet whichever is less."*
- A business statement.  
*The business statement should include, but is not limited to, what products and/or services you will be providing along with any expansion plans and number of employees.*

A home occupation must meet all requirements in Payson City Code 19.16.3. 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. color, design, materials, construction, lighting, sounds, or vibrations) 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, what storage will your business need?  
\_\_\_\_\_
- 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? \_\_\_\_\_

Please be aware that you are **NOT** authorized to operate your business until you have received your business license. The actual license will be issued only when all inspections are received and approved, if applicable. All information must be accurately completed or the issuance of the business license will be delayed.

State and local statutes may require that various agencies inspect your home 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 only upon completion and compliance with the entire process.

When a business license is required it is a Class C misdemeanor to operate a business in Payson City without the required license.

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 \_\_\_\_\_

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## 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 19.15.

Date: \_\_\_/\_\_\_/\_\_\_

Applicant Signature \_\_\_\_\_

### FOR OFFICE USE ONLY

Planning: _____	Zone: _____	Date: _____
Building: _____		Date: _____
Police: _____		Date: _____
Fire: _____		Date: _____
Pretreatment: _____		Date: _____
Health-Ag: _____		Date: _____