



## Starting a New Home Business in South Jordan City

### A Helpful Checklist to get you Started!

Home occupation means any income-producing use conducted within a dwelling unit by persons residing in the dwelling unit, and which use is clearly incidental, secondary, and compatible to the residential use of the building. In general, a home occupation is an accessory use so located and conducted that neighbors, under normal conditions, will not be significantly affected by its existence, and provided further that all conditions of Section 17.98 of this Title are satisfied (Municipal Code 17.08.020).

#### Application Procedure:

- BUSINESS NAME** - Decide on a name for your business and register it with the Utah State Department of Commerce. This may be done on the internet at [www.business.utah.gov/registration](http://www.business.utah.gov/registration). This OneStop Online Business Registration site is a secure online service available 7 days a week, 24 hours a day. You may also reach them by calling:  
(877) 526-3994.  
 **Completed**
- FEDERAL TAX ID #** - You will need to get a Federal Tax ID number, also known as an Employer Identification Number (EIN). If you are a sole proprietor with no employees, your social security number will service as your ID number. An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need an EIN. You may apply for an EIN in various ways, and now you may apply online. This is a free service offered by the Internal Revenue Service. Go to [www.IRS.gov](http://www.IRS.gov) to apply for this number. You may also receive an EIN number through the OneStop Online Business Registration site.  
 **Completed**
- SALES TAX #** - Contact the Utah State Tax Commission for a Sales Tax Number. They can answer all your questions on whether or not you will need a sales tax number.  
How do I get a sales tax number?  
You can apply online through Utah's OneStop Online Business Registration service or by mail using Form TC-69, Utah State Business and Tax Registration. Your sales tax license will be mailed to you within 30 days of approval. If you or other listed owners, partners, officers, members or trustees have a history of filing or paying sales tax late, you must pay the outstanding liabilities and/or post a surety bond before receiving a new sales license.  
 **Completed**
- STATE LICENSE** (if applicable) - Department of Professional Licensing (DOPL or State License)  
**Contact them to find out if you will need a state license.**  
Phone: (801) 530-6628 Toll-Free: (866) 275-3675  
 **Completed**

5. **HEALTH DEPARTMENT** (if applicable) - Salt Lake County Health Department

**Contact them to find out if you need Health Department approval.**

Non-food related – phone: (385) 468-3793

Food related – phone: (385) 468-3845

OR

Utah Department of Agriculture and Food

Phone: (801) 538-7159

**Completed**

6. **APPLICATION** – Complete the Home Occupation Business License Application and packet, as well as obtain labels from Salt Lake County Recorders office.

Fill out all required forms and obtain additional REQUIRED information:

- Complete ALL sections of the Home Occupation Business License application and attach any required documents.
- **Read and sign** the Home Occupation Ordinance Agreement 17.98
- **Provide a sketch** or copy of the floorplan of the dwelling and note the area to be devoted to the home occupation. Include dimensions of the dwelling as well as dimensions of the area that will be devoted to the home occupation. Include the total square footage of the dwelling , as well as the total square footage of the area devoted to the home occupation.
- **The applicant must go to the Salt Lake County Recorders office and get mailing labels** of property owners within 300 feet of your residence. The Recorders office requires the applicant have the completed Home Occupation Business License application with them when picking up the mailing labels. These are the **ONLY** labels South Jordan City will accept. ALL Home Occupation Business License applications are required to submit mailing labels. The Salt Lake County Recorders office is located at:  
**Salt Lake County Building**  
**2001 S. State St. #N1600**  
**Salt Lake City, UT**  
**(801) 468-3391**

**Completed**

7. **SUBMIT APPLICATION** – Submit the completed application at South Jordan City Hall, including mailing labels, sketch of dwelling, and any other applicable attachments, and pay the non-refundable Home Occupation Business License fee of \$47 plus the cost of the postage for the mailing labels obtained from the Salt Lake County Recorders office.
8. Property owners within 300 feet of your residence are allowed 14 days of the notice mailing to object to the applicant’s proposed business. If there are objections, a hearing is required.
9. If your Home Occupation Business License application is approved through the application review process (Code 17.98.050) the Business License Official will prepare the business license and mail it to the applicant, usually within **4-5 weeks**.

***It is the applicant’s responsibility to provide these items when presenting a Home Occupation Business License application. Incomplete applications CANNOT be accepted. Once these things are completed THEN you may apply for a South Jordan City business license.***

# HOME OCCUPATION BUSINESS LICENSE APPLICATION

Send all completed and properly signed forms (including attachments as necessary) along with applicable licensing fees to: South Jordan City, Business Licensing, 1600 W. Towne Center Drive, South Jordan City, UT 84095  
Telephone: 801-254-3742



**\*INCOMPLETE APPLICATIONS WILL BE RETURNED**

**\* Please Allow 4-5 weeks for approval processing.**

## Section 1: Business Information

Business Name/DBA:

Physical Location of Business:

Apt/Suite No.

City:

State:

Zip Code:

Business Telephone:

Business Fax:

Email:

Have you been previously licensed for this business?  Yes  No

If yes, under what name & jurisdiction?

List of name & relationship of any employees (Employees of home occupation business licenses shall consist of only members of the family residing in the dwelling or other individuals whose activities are conducted away from the residence.)

## Section 2: Owner Information

Business Owner:

Telephone:

Birth Date:

Driver Lic #:

State:

Own home  Rent/Lease home If Rent/Lease, does owner reside in the home?  Yes  No

## Section 3: Business Mailing Address. (This is the address where all license and renewal forms will be sent)

Same as Section 1

Send all correspondence to:

Type of Organization:  Corporation;  Partnership;  Sole Proprietorship;  Other

State License # (if applicable):

License Type:

Expiration Date:

Utah Sales Tax #:

Federal Tax ID #:

## Section 4: Business Information

Projected Opening Date for Business:

Daily Hours of Operation: \_\_\_\_ a.m. to \_\_\_\_ p.m. S M T W Th F S

Estimated Customers Per Day: \_\_\_\_ Estimated Daily Vehicle Trips: \_\_\_\_ Estimated Daily Home Deliveries: \_\_\_\_

What part of the home will the business be operating out of?

Detailed Description of Business (Attach description if more space is needed):

Type of Business:

Professional Services  Sales  Construction  Landscaping  Other \_\_\_\_\_

List type of vehicle that will be used for the business [please include make/model/license plate #]:

Is additional parking needed for this business?  Yes  No If yes, explain how it will be accommodated below.

Is any remodeling needed to conduct the home occupation business?  Yes  No

If yes, will a City building permit be required?  Yes  No

Has this business been registered with the State of Utah Commerce Dept?  Yes  No

Does your Subdivision's Covenants, Conditions, and Restrictions (CC & R's) allow for a Home Occupation License?  
 Yes  No

EPA Hazardous materials on site?  Yes  No If yes, MSDS of chemicals must be attached.

*Section 5: Required Attachments*

- Sketched floor plan of the dwelling and area to be devoted to the home occupation. Must include dimensions and area calculations such as square footage of your home and square footage of work area/office.
- Mailing labels for owners of properties within 300 feet of the lot or parcel on which the home occupation is proposed.
- List of equipment or finished product that will be stored (if applicable).
- MSDS list of chemicals that will be on used or stored on site. (If applicable).
- Detailed description of business. (If applicable).

**I AM AWARE THIS APPLICATION DOES NOT AUTHORIZE CONDUCTING BUSINESS UNTIL APPROVED BY SOUTH JORDAN CITY AND LICENSE HAS BEEN ISSUED. ALL FEES ARE NON REFUNDABLE.**

**RENEWAL OF THIS LICENSE IS THE RESPONSIBILITY OF THE BUSINESS OWNER. FAILURE TO RECEIVE A RENEWAL NOTICE DOES NOT EXCUSE THIS RESPONSIBILITY.**

***I HAVE READ THE FOLLOWING AND AGREE TO COMPLY WITH ALL APPLICABLE ORDINANCES, CODES AND REGULATIONS SET FORTH BY SOUTH JORDAN CITY, SALT LAKE COUNTY, THE STATE OF UTAH, AND FEDERAL STANDARDS, WHICH EVER APPLIES. I ATTEST THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.***

**IF THIS APPLICATION IS SIGNED IN BEHALF OF A COPORATION, THE SIGNATURE ALSO CERTIFIES THAT HE/SHE IS AUTHORIZED TO ACT ON ITS BEHALF.**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**\*OFFICIAL USE ONLY \***

Department Review	Date Reviewed	Recommendation	Initials	Explanation if not recommended for approval
Planning & Zoning Division		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Building Division		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Police		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Fire		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Public Works		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Utilities		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Code Compliance		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
South Valley Health		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		

License Number: \_\_\_\_\_

Issued: \_\_\_\_\_



## BUSINESS LICENSE APPLICATION FEES:

<b>Home Occupation</b>	\$47.00 + \$0.44 per mailing label
<b>General Business</b>	
1-10 Employees	\$81.00 + \$3.20 per full time employee \$1.60 per part time employee
11-50 Employees	\$107.00 + \$3.20 per full time employee \$1.60 per part time employee
51-250 Employees	\$160.00 + \$3.20 per full time employee \$1.60 per part time employee
251-500 Employees	\$266.00 + \$1.06 per full time employee
501 + Employees	\$319.00 + \$1.06 per full time employee
6 Month Temp. License	\$123.00 + \$250.00 refundable deposit

---

## Alcohol License Fees:

Beer Retailer License	\$309.00
On-Premise Beer Retailer	\$464.00
Restaurant Liquor License	\$618.00
Limited Restaurant License	\$335.00
On-Premise Banquet	\$309.00
Club Liquor License	\$618.00
Special Event Beer	\$216.00
Single Event Permit	\$216.00
Special Use	\$216.00

<b>Late Fees</b>	<b>one half the original license fee</b>
<b>Business Name Change</b>	<b>\$20.00</b>
<b>Duplicate License Copy</b>	<b>\$15.00</b>



## Home Occupation Ordinance Agreement (please read and sign)

CHAPTER 17.98	HOME OCCUPATIONS
17.98.010	DEFINITION AND PURPOSE
17.98.020	RESTRICTIONS
17.98.030	PRESCHOOLS
17.98.040	APPLICATION
17.98.050	APPLICATION REVIEW PROCEDURE
17.98.060	APPLICATION APPEAL PROCEDURE
17.98.070	REVOCATION

### **17.98.010 DEFINITION AND PURPOSE**

A home occupation is any business or income producing activity conducted from a residential property. The home occupation provisions are intended to provide opportunities for minor in home businesses which do not require the facilities of or have the impacts of larger concerns. Many types of businesses are allowed; provided, that they meet all of the provisions of this chapter. Home occupations do not include occasional babysitting at the dwelling which would not be classified as a daycare or preschool operation. Home occupations are considered accessory uses in residential and agricultural zones. Garage or yard sales are not considered home occupations but may be held no more than four (4) calendar days per year. Sales of night crawlers gathered from the subject property, lemonade stands and similar occasional activities related to the subject premises are not considered home occupations. Temporary signage may be used to advertise yard sales, night crawlers, lemonade and similar occasional sales activities, provided it does not create a nuisance, is not placed on the public right of way and provided it is removed by seven o'clock (7:00) P.M. each day and upon conclusion of the activity. Home occupations will have no significant impact on the neighborhoods in which they are located and are considered to be secondary and incidental to and compatible with residential use. (Ord. 2003-20, 8-19-2003)

### **17.98.020 RESTRICTIONS**

The following restrictions shall apply to any home occupation:

1. All home occupations are required to obtain and maintain a current South Jordan City business license and meet all requirements of Title 5 of the South Jordan Municipal Code.
2. All home occupations shall comply with Federal, State and local laws and ordinances.
3. Home occupations shall not involve the unauthorized use of hazardous or annoying substances or processes nor shall they create any hazardous or offensive odors, noises, fumes, gases, dust, radiation, glare, electrical interference, vibrations, heat, waste, pathogens or any other harmful substances or effects.
4. Home occupations shall be conducted entirely within the dwelling unit and may not occupy, with goods, materials, equipment, or activities, any attached garage, accessory building or lot area. Training activities such as swimming, tennis, horseback riding, daycare or preschool activities may be conducted outdoors provided that no nuisance is created. The home occupation may not occupy more than 800 square feet of the floor area of the dwelling.
5. Home occupations shall not receive or generate more than a total of 6 customers, visitors, vehicle round trips and/or deliveries per day. Tractor/trailer rigs may not be brought to the residence.

6. No more than one vehicle used with the home occupation and complying with provisions for vehicle storage of the zone in which the home occupation is located may be stored at the residence. Said vehicle shall be stored in a garage or at least 6 feet behind the front or street side building lines of the dwelling.
7. Home occupations shall not cause excessive demands on City services.
8. Employees of home occupations shall consist only of members of the family residing in the dwelling or other individuals whose activities are conducted away from the residence.
9. No display of merchandise or advertising shall be visible from the street or neighboring properties except as permitted in Section 16.36.50 of the City's Sign Ordinance.
10. The exteriors of dwelling may not be altered from a residential character as a result of or to enhance a home occupation.
11. Home occupations involving pedestrian or vehicle traffic shall be conducted only between the hours of 7:00 AM and 7:00 PM.
12. More than one home occupation may be conducted in a dwelling provided that these regulations are followed as though there were only one occupation in the dwelling.
13. Retail sales may not be conducted as a home occupation except if incidental to another service performed by the operator. Otherwise, goods may not be distributed or disbursed at the residence.
14. Meetings held for the purpose of marketing, taking orders or training may be held at the residence provided that no violations of this Chapter occur.
15. The City may place additional restrictions on a home occupation relating to hours of operation, parking, traffic or other matters as it deems necessary to mitigate impacts on the neighborhood and the City in general.

#### **17.98.030      PRESCHOOLS**

Preschools for up to six (6) students may be conducted as home occupations in accordance with provisions of this chapter without a conditional use permit. Preschools for seven (7) to a maximum of twelve (12) students may be conducted as home occupations with approval of a conditional use permit/concept plan with the following and other conditions as determined by the city council:

- A. Maximum two sessions per day and maximum four sessions per week. Sessions shall be a maximum three hours in length;
- B. Curriculum and teacher's qualifications shall be provided for review;
- C. Students' ages shall be three, four or five years old;
- D. Days and hours of operation shall be provided for review;
- E. All life safety and building codes shall be met and a building permit, if necessary, shall be obtained for remodeling;
- F. All state licensing requirements will be met;
- G. All other requirements of this title and other local, state and federal laws shall be met.

#### **17.98.040      APPLICATION**

The following items shall be submitted to the city business licensing office in applying for a home occupation business license.

1. Application forms as provided by the City and the associated fee as determined by the City Council.
2. Description of the nature of the home occupation and information as requested in the application.
3. Sketch of the floor plan of the dwelling and the area to be devoted to the home occupation with dimensions and area calculations.
4. List of materials and equipment to be used.

5. Hours of operation and the number of customers, vehicle trips and deliveries to be made each day.
6. Other government approvals required for conducting the home occupation.
7. Proposed remodeling needed to conduct the home occupation and whether a City building permit will be required.
8. Signed affidavit by the applicant that all requirements and conditions of the City will be followed.
9. Mailing labels and postage for owners of properties with 300 feet of the lot or parcel on which the home occupation is proposed.

**17.98.050 APPLICATION REVIEW PROCEDURE**

The City business licensing office shall mail a written notice in accordance with provisions of the Title, with the exception that a public hearing will not initially be required, informing the neighboring property owners of the proposed home occupation. The applicant is required to provide a second mailing only if a hearing is necessary. The Community Development Department and other City Departments will review the home occupation business license application and may approve the application if all requirements are met and if no objections have been filed within 14 days of the mailing.

**17.98.060 APPLICATION APPEAL PROCEDURE**

If City staff believes that certain conditions cannot be met or that the proposed home occupation is not appropriate or is inconsistent with the definition and purpose of this Chapter or if objections are filed, the application will be forwarded to the Planning Commission for review. The decision of the Planning Commission may be appealed to the City Council within 14 days of the decision. Cost of notification for the City Council Meeting shall be born by the appellant. The Planning Commission or City Council may place conditions on the approval of the home occupation business license application pertaining to the conduct of the business.

**17.98.070 REVOCATION**

The City Council, after considering the recommendation of the Planning Commission and after holding a public hearing, may revoke a home occupation business license if it is found that the home occupation violates any provision of this Chapter or Title or any other local, State or Federal laws.

Source: Municipal Code 17.98

---

**I clearly understand and am fully aware of the requirements and restrictions for a home occupation as stated above. I do hereby agree to abide by these requirements and restrictions for Home Occupations. I also understand that my residence may be inspected by an authorized representative of the City of South Jordan for compliance with these requirements, and that this license may be revoked if I violate the provisions of section 17.98 of the ordinances of South Jordan City.**

---

Signature of Applicant

---

Date