



**APPLICATION FOR HOME OCCUPATION PERMIT**  
(Section 20 Lehi City Development Code)

For Office Use Only  
File #: \_\_\_\_\_ Application Date: \_\_\_\_\_ Project Name: \_\_\_\_\_  
Fee: \$75 major/\$25 minor Date Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Name: \_\_\_\_\_ Authorized Agent (if applicable): \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Address of Proposed Home Occupation \_\_\_\_\_

Name and/or Type of Home Occupation Proposed \_\_\_\_\_

How many clients will be coming to the home 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, chemicals, and/or merchandise stock are involved in the home occupation?  
\_\_\_\_\_

What types of internal modifications to the residential structure are anticipated because of the home occupation? \_\_\_\_\_  
\_\_\_\_\_

How many employees that do not reside on the premises will be working on location in the home occupation? \_\_\_\_\_

For In Home Preschools please indicate the number of students per session, number of sessions, hours, days of week, etc.:  
\_\_\_\_\_

For In Home Day Care, please indicate the total number of children being cared for (the total must include any children of the applicant that are under the age of 4): \_\_\_\_\_

**APPLICATION SUBMITTAL REQUIREMENTS**

The applicant must submit and/or complete the following items for a Home Occupation:

- (1) \_\_\_\_\_ This completed application form;
- (2) \_\_\_\_\_ Application filing fee (\$75 major/\$25 minor);
- (3) \_\_\_\_\_ A sketch showing the areas of the home to be used for the requested home occupation and the home dimensions;
- (4) \_\_\_\_\_ 300-foot notice to neighbors (for major home occupation only - see attached form p. 4);
- (5) \_\_\_\_\_ Home inspection completed by the Chief Building Official and Fire Marshal (for major home occupation only – see attached inspection sheet p. 5);
- (6) \_\_\_\_\_ A 5 pound ABC fire extinguisher mounted and accessible in home at time of inspection;
- (7) \_\_\_\_\_ A copy of any required licenses, credentials, or certifications required to by the applicant to operate;

*PLEASE NOTE: Following approval of this zoning permit application for a Home Occupation, the applicant must obtain a business license through the Lehi City Administration office (see Connie Ashton, City Recorder). An additional fee will be required for the business license, and the business license must be renewed on an annual basis.*

## REQUIREMENTS FOR APPROVAL

### General Requirements

All home occupations must comply with the following requirements of the Lehi City Development Code:

**(Please initial each item to indicate compliance)**

- (1) \_\_\_\_\_ The home occupation is limited to persons who actually reside in the home (minor home occupation), or one (1) additional on premise employee (major home occupation).
- (2) \_\_\_\_\_ The occupation shall not require exterior building alterations and shall retain the general character and appearance of a residential dwelling.
- (3) \_\_\_\_\_ The occupation may include the use of not more than 400 sq. feet or 25% of the total floor area of the dwelling, whichever is less.
- (4) \_\_\_\_\_ The occupation shall not use any space in an attached or unattached garage or accessory building on the premises outside of the dwelling.
- (5) \_\_\_\_\_ Application for a home occupation shall not be allowed prior to a Lehi City Certificate of Occupancy being issued.
- (6) \_\_\_\_\_ The occupation must obtain an annual Lehi City Business License.
- (7) \_\_\_\_\_ Advertising signs for home occupations shall not be allowed. No more than one Home Occupation per residence shall be approved, unless the applicant can clearly demonstrate that the additional home occupation(s) will not impact the residential nature of the area.
- (8) \_\_\_\_\_ A home occupation shall provide ample off-street parking for any vehicles related to the home occupation.
- (9) \_\_\_\_\_ There shall be no storage or parking of tractor-trailers, semi-trucks, or other heavy equipment on the premises or on the streets in the vicinity of the premises of a home occupation, except that not more than one truck of one-ton capacity or less may be parked during off-hours.
- (10) \_\_\_\_\_ In order to guarantee that the home occupation, once authorized, will not become a nuisance to the neighbors, additional operating conditions, initially and also subsequently, to protect the public health, safety, peace, and welfare of the residents of the surrounding residential area may be imposed.
- (11) \_\_\_\_\_ Property owners within 300 feet of a residence proposed for a home occupation shall be notified, by the applicant, of the application by registered mail or by signature verification and given an opportunity to respond at or prior to the time the request is approved. The planning staff shall verify such notice (major home occupation only - see attached form).
- (12) \_\_\_\_\_ The home occupation must be clearly incidental and secondary to the residential use of the dwelling and must not change the character of the building from common residential uses.
- (13) \_\_\_\_\_ Activities in connection with the home occupation shall not be in conflict with the objectives and characteristics of the zone in which the home occupation is located.
- (14) \_\_\_\_\_ If the applicant for a home occupation is not the legal owner of the residence, the applicant shall present to staff, in writing, permission from the legal owner of the residence to commence the activities proposed.
- (15) \_\_\_\_\_ No more than one off-premise employee shall be allowed to frequent the premise of a home occupation (or as approved by the Planning Commission)
- (16) \_\_\_\_\_ The home occupation may not create a demand for more than two (2) patrons per hour (excepting day care and/or preschool).
- (17) \_\_\_\_\_ Any modifications to the home must be issued a separate building permit from the Building Department.

### Minor Home Occupations

The intent of the minor home occupation is to allow administrative approval of home occupations that have no effect upon neighboring households. A minor home occupation may be approved by a member of the Lehi City Planning Department, following the submittal of a complete application, including fees, and a home inspection. In order to be classified as a minor home occupation, the proposed business must comply with the following:

**(Please initial each item to indicate compliance)**

- (1) \_\_\_\_\_ No patrons, customers, or clients may visit the home;
- (2) \_\_\_\_\_ Outside employees not residing on the premises will not be allowed;
- (3) \_\_\_\_\_ No additional traffic may be created by the minor home occupation;
- (4) \_\_\_\_\_ No hazardous equipment or materials may be used in the minor home occupation, including anything flammable, unsafe, etc.
- (5) \_\_\_\_\_ The application may be forwarded to the Planning Commission if, in the opinion of staff, unique circumstances or other issues exist.

**Major Home Occupations**

The intent of the major home occupation is to allow home occupations that may have some impact upon neighboring households. Home occupations that do not meet the criteria for Minor Home Occupations are classified as Major Home Occupations and must be approved by the Planning Commission.

**Narrative**

Describe in detail the nature of the business: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT CERTIFICATION**

I certify under penalty of perjury that I am the owner or authorized agent of the owner of property involved in the attached application. The statements and answers therein contained and the information provided in the attached plans or other exhibits present thoroughly, to the best of my ability, the argument in behalf of the application herewith requested and that the statements and information above referred to, are in all respects true and correct to the best of my knowledge and belief. I understand and agree to comply with all of the rules for Home Occupations. I also understand that if I do not comply with all of these rules, my home occupation permit and/or business license may be revoked.

I agree to allow the Lehi City Zoning Administrator or representative to inspect my premises as necessary to see that I am in compliance with the above stated rules. Licensing by other activities (state, county, etc) shall not relieve an applicant of licensing requirements imposed by Lehi City. After receiving approval from the Planning Commission the applicant shall apply for a Lehi City business license and pay all fees required by that license.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Property Owner (if different than applicant) \_\_\_\_\_

**PLEASE NOTE: For Major Home Occupations, attendance at Planning Commission meeting is required by the applicant or a representative. It is the applicant's responsibility to call for meeting dates and times.**

For Office Use Only	
Approved _____	Date: _____
Disapproved _____	_____
	Chairman, Planning Commission/Lehi Staff
Additional conditions imposed by the Planning Commission for operation of the Home Occupation:	
_____	
_____	

**HOME OCCUPATION 300-FOOT NOTICE**

*(Required for Major Home Occupations)*

A Home Occupation is described by the Lehi City Development Code as any gainful occupation or profession conducted in a dwelling unit engaged in by an occupant of the unit. (name of applicant)

\_\_\_\_\_ has filed an application with Lehi City to operate a home occupation from his/her residence located at (address of proposed home occupation)

\_\_\_\_\_. The proposed home occupation will consist of the following: (please describe the proposed home occupation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please *print and sign* your name below to show that you have received notification of the proposed home occupation. The Lehi City Development Code requires that applicants for a home occupation notify all property owners within 300 feet of a residence proposed for a home occupation (Section 20.020). By signing this form, you do not show that you support the proposed home occupation. Your signature indicates that you have received notification. Should you have any questions, you may contact the Lehi City Planning and Zoning Department at 768-7120.

Name

Address

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**INSPECTION APPROVAL CHECKLIST**  
*(Required for Major Home Occupations only)*

The following signatures of City Officials must be obtained prior to appearance before approval. Lehi City Staff will schedule the inspection when the application is complete and all fees are paid. *(Please do not call to schedule the inspection yourself)*

Zoning Administrator \_\_\_\_\_ Arnie Hunt  
Date

Fire Department \_\_\_\_\_ Kerry Evans  
Date

**Building and Fire Code Checklist:**

- Building shall comply with the current U.F.C. requirements.
- Outside premises clear of weeds & trash.
- Parking (off-street), loading & unloading.
- Aisles:
  - 36” wide with obstructions on one side.
  - 44” wide with obstructions on both sides.
- Portable Fire Extinguisher (5 pound min.) mounted in a conspicuous place at least 4 foot off the floor no higher than 5 foot off the floor with a current inspection tag.
- Address numbers on bldg. & visible from street.
- Exits:
  - Doors openable from inside building without use of key or knowledge.
  - Clear & unobstructed.
- Permits required for all remodeling.
- Food establishments shall have Health Dept. approval.
- Extension cords & multiplug adapters shall conform to Building and Fire Code requirements.
- 30” clearance in front of electrical control panel.
- Store flammable liquids & gasses in approved containers.
- Fix all empty spaces in breaker panel with approved blanks.
- All electrical splices shall be in approved “J-Boxes”
- Accurate labels on panel box.
- Cover plates on all electrical boxes.
- Maintain all electrical in a safe working condition.
- Caulk around base of toilet & between walls and basins.
- PRV extension on water heater shall not be reduced or trapped.
- Hot & cold water required.
- Backflow preventer devices are required.
- Stairways to have handrails.
- Building shall be structurally safe & sound.
- Roof to be in good condition & free from leaks.
- Other hazard that might threaten health & safety.