LEHI

PIONEERING UTAH'S FUTURE

APPLICATION FOR HOME OCCUPATION PERMIT

(Section 20 Lehi City Development Code)

For Office Use Only

File #:_____ Application Date:_____ Project Name: _____

Fee: $25 Date Paid:_____ Receipt Number: _____

Business Name:_____ Applicant Name:_____

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 Child Instruction 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;

(3) _____ Home inspection completed by the Chief Building Official and Fire Marshal (for businesses with patrons coming to the home – see attached inspection sheet p. 4);

(4) _____ A 5 pound ABC fire extinguisher mounted and accessible in the home;

(5) _____ A copy of any required licenses, credentials, or certifications required to by the applicant to operate

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 and one (1) additional on-premise employee.
(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, or any area outside of the dwelling. All business operations must take place entirely within the living space of the home.
(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.
(8) _____ 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.
(9) _____ A Home Occupation shall provide ample off-street parking for any vehicles related to the home occupation. There shall be no on-street parking related to the business.
(10) _____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.
(11) _____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.
(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 residential 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) _____Any modifications to the home must be issued a separate building permit from the Building Department.
(16) _____The Home Occupation may not create a demand for more than two (2) patrons per hour (excepting day care and/or in-home child instruction).
(17) _____For in-home daycare, no more than six (6) children may be cared for at any given time.
(18) _____For in-home child instruction, including preschools, dance lessons, etc, no more than twelve (12) children may be cared for at any given time and two (2) classes total may be held per day.
(19) _____Any business that anticipates patrons shall pass a Building and Fire inspection prior to the issuance of the Business License. (see Page 4)

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.

Applicant Signature_____Date_____

Signature of Property Owner (if different than applicant)_____

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Approved_____ Date: _____

Disapproved_____

INSPECTION APPROVAL CHECKLIST

The following signatures of City Officials must be obtained prior to opening for business for any home occupation that will have patrons coming to the home. Lehi City Staff will schedule the inspection when the application is complete and all fees are paid.

Zoning Administrator_____Lynn Jorgensen
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.