



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

For Office Use Only
Application Date: _____ Fee: \$0

Business Name: _____ Applicant Name: _____

Phone #: (____) _____ 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) _____ Home inspection completed by the Fire Marshal (for businesses with patrons and/or employees coming to the home – see attached inspection sheet p. 4);
- (3) _____ A 5 pound ABC fire extinguisher mounted and accessible in the home;
- (4) _____ 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 occupies no more than 25% of the total finished, livable floor area of the dwelling. Any space that is used for the business in a garage or accessory building is counted toward the maximum allowed square footage for the home occupation;
- (4) _____ The home occupation is carried out within the home, garage, accessory building, or other space of a residential property but is not observable by the general public from the street in front of the residence, and the business activities do not create a nuisance for adjacent properties or disrupt the normal residential character of the neighborhood in which the residence is located.
- (5) _____ Garage doors remain closed while business is conducted therein.
- (6) _____ The applicant provides off-street parking for all vehicles related to the home occupation, that no on-street parking related to the business is allowed, and the business activities do not create a demand for on-street parking.
- (7) _____ Required off-street parking for both the residence and home occupation is maintained as per Table 37.090 and Section 20.040.B of the Lehi City Development Code.
- (8) _____ There is 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 the home occupation, except that not more than one truck of one-ton capacity or less may be parked at the premises during off hours.
- (9) _____ There are no advertising signs or product displays.
- (10) _____ 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.
- (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 presents written permission from the legal owner of the residence to conduct the activities proposed.
- (15) _____ Any modifications to the home must be issued a separate building permit from the Building Department.
- (16) _____ Application for a home occupation shall not be allowed prior to a Lehi City Certificate of Occupancy being issued.
- (17) _____ 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).
- (18) _____ For in-home daycare, the number of children shall be as per Utah State Code § R430-50-1
- (19) _____ 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.
- (20) _____ If the home occupation is swimming lessons, they are conducted within an accessory building covering the swimming pool. The total number of patrons allowed in attendance at one time shall be limited to six (6) and there shall be no more than four (4) classes per day.
- (21) _____ If the home occupation involves raising, keeping, caring, or selling of animals, an inspection by the Animal Control Officer shall occur prior to issuance of a business license. Animals may not be kept in excess of what is permitted by Table 12.070 of the Lehi City Development Code.
- (22) _____ 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 Department the applicant must apply for a Lehi City business license.

Applicant Signature _____ Date _____

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Approved _____	Date: _____
Disapproved _____	_____

INSPECTION APPROVAL CHECKLIST

The signature of the Lehi City Fire Marshal must be obtained prior to opening for business for any home occupation that will have patrons or employees coming to the home. Please call the Fire Department (801-768-7130) to schedule your inspection prior to applying for a business license.

Fire Department _____ Date _____ Kerry Evans

Building and Fire Code Checklist:

- Building shall comply with the current IBC 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 inches off the floor no higher than 5 feet 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 (nothing in the house)
- 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.
- 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.