



HOME OCCUPATION BUSINESS LICENSE APPLICATION

Community & Economic Development • 437 N Wasatch Dr. • Layton, UT 84041
Phone: (801) 336-3788 • Fax: (801) 336-3789 • www.laytoncity.org

LICENSE #

GENERAL BUSINESS INFORMATION

BUSINESS STATUS: (check one) New Business Relocation (within Layton City) Ownership Change Only Ownership & Name Change Update Expired Application
OWNERSHIP TYPE: (check all that apply): DBA Sole-Proprietor Partnership LLC LLP LP Non-Profit

APPLICATION DATE: _____ ESTIMATED OPENING DATE: _____

BUSINESS NAME: _____

DBA NAME: _____

NOTE: Business name MUST be registered with the State of Utah prior to submitting application. Apply at www.osbr.utah.gov.

OWNER(S) NAME(S): _____ Driver License #/State: _____ Birth Date: _____
_____ Driver License #/State: _____ Birth Date: _____

BUSINESS INFO: Physical Address: _____ Apt./Unit #: _____
City: _____ State: _____ Zip: _____
Business Phone #: _____ Alternate Phone #: _____

MAILING INFO: Address: _____ Apt./Unit #: _____
(if different) City: _____ State: _____ Zip: _____

CONTACT INFO: Contact Person Name: _____ Title: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Contact Email Address: _____
Contact Phone #: _____ Alternate Phone #: _____

NOTE: All correspondence from Layton City will be through the Contact Email Address. Please provide a valid address.

Have you previously operated a business in Layton City? Yes No If YES:
Business Name(s): _____ Address(s): _____

BUSINESS DETAILS

TYPE OF BUSINESS: (check all that apply) Internet Sales/Services Off-Site Sales/Services Craft/Hobby/Embroidery Contractor
 Handy-Man Landscaping/Yard Care Dance Studio - # of Students _____ Photography Studio Therapy Office - Type: _____
 Salon - Type: _____ Daycare - # of Children _____ Preschool - # of Children _____ Lessons - Type: _____
 Other: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

- Do you OWN RENT LEASE this property? (mark one)
If you do not own the property, you *must* provide a signed *Home Occupation Rental Property Agreement* Form
- Have you registered your business name with the State of Utah? Yes No If Yes, list Business Registration #: _____
- Does your business sell products? Yes No If YES, list State Sales Tax #: _____
- Are you required to be licensed by the Utah State Dept. of Professional Licensing (DOPL)? Yes No
If YES, list your State License #: _____ and License Type: _____

DETAILED DESCRIPTION OF BUSINESS OPERATIONS: (Describe your business. Be specific): _____

Describe Any Outdoor Storage: _____

List Vehicles/Large Equipment Used for the Business: _____

DAVIS COUNTY ACCESSOR'S OFFICE – PERSONAL PROPERTY INFORMATION (see handout for complete details):

The total Personal Property (trade fixtures) Value for this business is: \$10,000 Or Less Greater Than \$10,000

PUBLIC INFORMATION POSTED ON LAYTON CITY'S WEBSITE:

Layton City typically posts the Name, Address and Business Phone Number of all its local businesses on the www.laytoncity.org website.

Check information you *WOULD LIKE* made available: Business Name Primary Business Phone Number Business Address

COMPLIANCE QUESTIONS AND STATEMENTS

A Home Occupation shall be considered an accessory use and shall meet all of the following provisions:

By checking each box after reading and completing each section, you agree to comply with all of the following provisions.

- The occupation shall be limited to members of the family who reside within the home. (No outside employees permitted to work within the home.)
 - Who will conduct the business? _____
 - Relationship to owner? _____

- The occupation shall involve the use of no more than one (1) room in the dwelling or the equivalent of twenty (20) percent of the ground floor area, whichever is greater.
 - What is the total living area of your home? _____ (in square feet)
 - What is the size of the room to be used? _____ (in square feet)

- Home Preschools/Daycares shall meet all State, City and Building Code requirements for the number of children allowed. If there are conflicts with any regulations, the more restrictive requirements shall apply. (See Layton City Residential Preschool/Daycare Plan Review Packet)

- No home occupation shall carry on activities outside of the dwelling not normally associated with residential use, (except outside private swimming pools or tennis courts may be used for instruction and play areas for preschools/daycares).

- No portion of any home occupation shall be conducted in the attached or detached garage or carport section of the dwelling nor shall the use of any accessory building, yard space or storage be allowed. NOTE: Minimal storage is allowed within the same room as the business is to be conducted.
 - Please describe this storage: _____

- All outside home occupation activities shall be within fenced yard spaces.

- The occupation shall be conducted in such a manner that the average neighbor, under normal circumstances would not be aware of its existence.

- The occupation shall not be associated with noise, dust, odors, noxious fumes, glare or other nuisances' which are discernable beyond the premises.

- No objectionable traffic or parking shall be allowed around the premises.
 - Will there be customers/clients/students? Yes No • If YES, how many per day? _____
 - What are the days of the week and hours of operation? _____
 - Describe where customers/clients/students will park: _____

- No occupation shall create a hazard by using flammable explosives or other dangerous materials.

- The occupation shall include no window displays and signage shall be limited to one (1) identification sign which does not exceed four (4) square feet, located on a single wall or window.
 - Please provide signage dimensions and location (if one is used): _____

- There shall be no [visible] display, nor stock in trade, nor employees.

- Vehicles associated with home occupation shall be limited as follows: (check all that apply)
 - a. Two (2) passenger cars, vans or pick-up trucks; or
 - b. One (1) large truck not to exceed one and one half tons; [and] or
 - c. One (1) trailer located out of the right-of-way, behind the front setback of the residential structure and on a hard surface

- The Community Development Director may revoke the Home Occupation License for violation of any provision of this code (19.06.030).

- Inspections may be performed with or without notice to ensure compliance to this ordinance.

APPLICANT'S AGREEMENT

I am aware that this application does not authorize me to conduct business until approved by the Layton City Community and Economic Development Director and a license has been issued. Once issued, no business license shall be transferred from one person to another, nor from one location to another.

I, the undersigned, an authorized agent or representative, do hereby agree to conduct said business strictly in accordance with all Layton City codes governing such business, and swear under penalty of law that the information contained herein is true and correct to the best of my knowledge. I understand that to falsify any information on this application is grounds for denial and/or revocation of this license and other penalties as provided by law.

If you are signing this application electronically, you agree that your electronic signature is the legal equivalent of your manual signature. You also agree that no certification or any verification is necessary to validate your e-signature.

Applicant Signature: _____ Title: _____ Date: _____

OFFICE USE ONLY

Revised 07/13/15

Planning Division: _____ Approved _____ Denied _____ Date _____
 Licensing Officer: _____ Approved _____ Denied _____ Date _____
 High Impact: _____ Low Impact: _____ Inspection Fee Required: _____
 Reason/Comments/Restrictions: _____

Receipt #: _____ License #: _____
 Received By: _____ Date: _____
 Amount: _____ 2% Fee: _____
 Payment: Cash Check # _____ Credit Card
 In Person Online Mail
 Notifications: Fire Bldg/Code Compliance



RESIDENTIAL DAY CARE PLAN REVIEW

Community & Economic Development Dept. • 437 N Wasatch Dr. • Layton, UT 84041
Phone: (801) 336-3788 • Fax: (801) 336-3789 • www.businesslicensing@laytoncity.org

BUSINESS INFORMATION

Business Name: _____
DBA Name (if applicable): _____
Business Address: _____ Apt/Space # _____ City _____ State _____ Zip _____
Applicant Name: _____ Applicant Phone Number: _____

PLAN REVIEW QUESTIONS

Please read and answer each item carefully:

- Number of day care providers: 1 2 (Note: If two (2) providers, both must live in the home)
List 2nd Provider's Name: _____ Phone Number: _____
- The second provider lives in the home? Yes No
- Total number of children you are providing care for (including all providers' children under age 6): _____
- Total number of children 2 years and younger you are providing care for (including all providers' children 2 yrs and under): _____
- Total area of your home (interior) to be used for the day care: _____ (in square feet)
- How many levels of the home will be used for the day care? _____
- Is any of the day care located in the basement? Yes No (If Yes, one exit must discharge directly to the outside.)
- Total square feet of fenced yard area to be used for day care: _____ (in square feet)
- Are you licensed by the State of Utah Child Care Licensing Division? Yes No If Yes, provide a copy of all certificates.

COMPLIANCE STATEMENTS

A home day cares operated on residential premises shall comply with the following requirements, in addition to the requirements of a Home Occupation Business License. By checking each box you agree to comply with all of the following provisions:

- The day care operation shall comply with all provisions of a Home Occupation Business except that a day care shall be exempt from the limitation on the use of space in and outside the home.
- A single provider home day care shall be limited to not more than eight (8) children including the provider's own children under the age of six (6). No more than two (2) of the children may be under the age of two (2).
- A two-provider home day care shall be limited to not more than twelve (12) children including the provider's own children under the age of six (6). No more than three (3) of the children may be under the age of two (2). Both providers shall be residents of the home in which the home day care is being conducted.
- There shall be a minimum of thirty-five (35) square feet of interior space provided for each person within the area being used for the day care. Such space shall be exclusive of any storage, restroom, or hall spaces. A floor plan indicating what area(s) of the home will be utilized shall submitted with each application.
- There shall be a minimum of one hundred (100') square feet of yard space provided for each child kept within the day care. Said space shall be secured by fencing or other acceptable means. Any area or use within the yard area determined to be a hazard to children shall be secured from access and shall not be counted in the open space for the home day care.

COMPLIANCE STATEMENTS CONTINUED.....

- The area(s) used for the day care shall have two (2) separate means of egress arranged so if one is blocked, the other will be available.
- Exit doors other than the main exit may be thirty-two (32) inches wide. Main exits shall be thirty-six (36) inches wide.
- When the day care area is located in the basement and/or on the second floor, one of the exits must discharge directly to the outside.
- No home day care shall be operated above the second floor of a residential structure.
- Rooms used for sleeping shall have at least one (1) window and door approved for emergency escape.
- Closet door latches shall be such that children can open the door from the inside of the closet.
- Bathroom door locks shall be readily openable by the provider(s) from the outside.
- Smoke detectors shall be installed according to the latest edition of the adopted building code.
- Electrical outlets shall be protected or capped with safety devices.
- Toxic, hazardous, flammable materials, medicines, firearms or other potentially hazardous materials shall be locked in a protected area.
- Fireplaces, wood burning stoves, or open face heaters shall be inaccessible to children when in use. Portable space heaters are not permitted when children are on the premises.
- Each home day care shall have a written emergency and/or disaster plan which covers natural disasters, power failures, etc., which may pose a health hazard to the children. Evidence that an emergency drill has been conducted at least on a quarterly basis shall be provided to the Layton City Fire Department at the time of the yearly inspection.
- The area devoted to the day care shall provide at least one (1) 2A-10BC rated fire extinguisher per floor.
- An annual Fire Inspection SHALL be conducted prior to your business license being approved for renewal.
- Your Business License AND Certificate Of Occupancy MUST be prominently displayed in a location visible to all parents who employ your day care services.
- Other additional information may be required such as, but not limited to, a parking plan and a pick-up and drop-off plan/schedule.

ITEMS TO BE SUBMITTED WITH THIS FORM

Please submit the following items with this form. *Each item may be submitted to the email listed at the top of this application or in person:*

1. Home Occupation Business License Application (online submittal);
2. Floor Plan of home with measurements of the area(s) and yard space where children will be (use PDF Sample Floor Plan online);
3. All Certifications from the State of Utah

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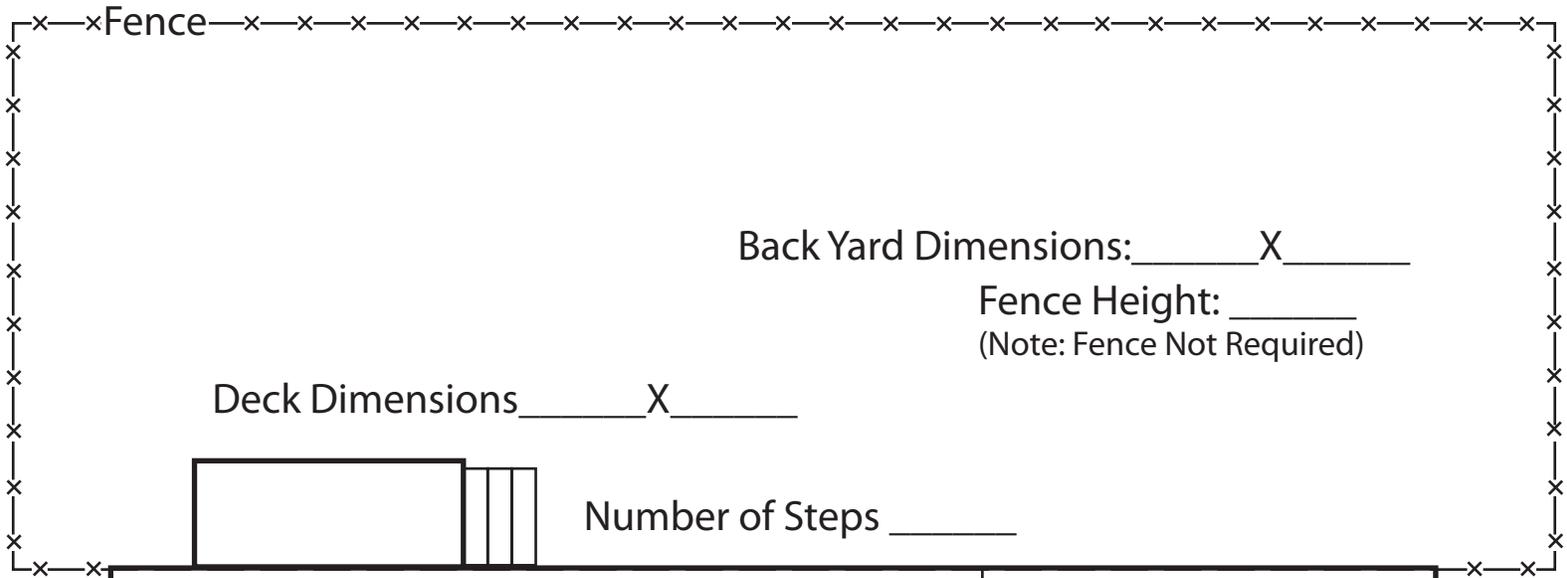
Applicant Signature: _____ Title: _____ Date: _____

OFFICE USE ONLY

Revised 10/18/16

Planning Department:	___ Approved	___ Denied	_____ Date	Completed By: _____
Fire Department:	___ Approved	___ Denied	_____ Date	Completed By: _____
Building Department:	___ Approved	___ Denied	_____ Date	Completed By: _____
Comments:	_____			

Day Care Sample Site Plan



HOME

GARAGE

Number of Steps _____

Business Name: _____

Address: _____

Owner: _____

Phone: _____

- Required Information from Applicant:**
1. Indicate all areas to be used for pre-school (including dimensions of each room.)
 2. Indicate dimensions of yard area.
 3. Indicate location and dimension of both (2) required exits.
 4. If more than one (1) floor is to be used, a plan must be submitted for each floor identified, i.e. main floor/basement/second floor.