



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 PRESCHOOL PLAN REVIEW

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

BUSINESS INFORMATION

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

APPLICANT INFORMATION

Applicant's Full Name: _____
Street Address: _____ Apt/Space # _____ City _____ State _____ Zip _____
Primary Contact Phone #: _____ Alternate Phone #: _____

PLAN REVIEW QUESTIONS

Please read and answer each item carefully. Failure to respond to any question may result in disapproval of application:

1. Number of preschool children (including the operator's natural, adopted, or foster children) per class: _____ (Not to exceed 12 at any one time)
2. Number of preschool instructors/supervisors: _____ (at least one (1) person 18 years of age or older per 12 children. No outside employees allowed.)
3. Total number of preschool classes held each day? _____
4. Hours classes will be held? _____; _____; _____; _____ (not to exceed 4 hours per class)
5. Total square feet of interior area(s) to be used: _____ square feet (min. 35 sq ft per child)
6. Total square feet of outdoor yard area(s): _____ square feet (min. 100 sq ft per child)
(Note: Preschools are not required to have a fenced yard)
7. Does the area within the home to be used for the preschool have two (2) separate means of egress (exits) which are arranged so that if one is blocked the other will be available? Yes No
8. Do closet doors latch in a manner which will permit a child to open the door from the inside? Yes No
9. Are bathroom door locks readily operable by the instructor/supervisor(s) from the outside? Yes No
10. Do smoke detectors comply with the latest edition of the building code and are in good operating condition? Yes No
11. Are all electrical outlets accessible to children protected or capped with safety devices? Yes No
12. Are all toxic, hazardous, flammable materials, medicines, firearms or other potentially hazardous materials locked away in a protected area? Yes No
13. Have all fireplaces, wood-burning stoves or open faced heaters been rendered inaccessible or protective guards installed to protect children from hot surfaces and open flames? Yes No
14. Has a minimum of one fire extinguisher with a rating of 2A-10BC been provided for each story of the preschool? Yes No
15. Does the preschool have a written emergency and/or disaster plan, which covers natural disasters, power failures, etc., which may pose a health hazard to the children posted in a conspicuous place? Yes No
16. Has a copy of the curriculum to be taught at the preschool been submitted to the City? Yes No
16. Has a floor plan of the home with measurements of the area where the children will be been submitted to the City? Yes No

COMPLIANCE STATEMENTS

An educational facility 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:

- Regularly providing an educational program for not more than 12 children at any one time (including the operator's natural, adopted, or foster children under six (6) years of age);
- Children are to be under six (6) years of age;
- Classes shall not be conducted for more than four (4) hours a day;
- Classes shall be operated between the hours of 8:00 a.m. and 6:00 p.m.;
- Instructors shall show evidence of knowledge in the field that they will be teaching;
- Instructors shall be licensed by the State of Utah if applicable;
- The facility shall provide at least thirty five (35) square feet of interior floor area and at least one hundred (100') square feet of outdoor play area for each child;
- Instructor shall specify the type of curriculum that will be taught and provide a copy of such to Layton City;
- The level of the home devoted to the preschool shall have a minimum of one (1) fire extinguisher with a rating of 2A-10BC mounted on the wall 48" from the floor and in a visible location. If questions regarding mounting location, verify with Fire Inspector during inspection;
- 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; and
- Each home preschool shall have a written emergency and/or disaster plan posted in a conspicuous place 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.

ITEMS TO BE SUBMITTED WITH THIS FORM

Please submit the following items with this form. *Each item may be submitted to the email listed above 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. Copy of curriculum to be taught;

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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.

SIGNATURE: _____ TITLE: _____ DATE: _____

OFFICE USE ONLY

Revised 07/13/15

Site Plan Review:	_____ Approved	_____ Denied	_____ Date	By: _____
Zoning Approval:	_____ Approved	_____ Denied	_____ Date	By: _____
Fire Inspection:	_____ Approved	_____ Denied	_____ Date	By: _____
Comments:	_____			

