

APPLICATION FOR BUSINESS LICENSE
(This is NOT a Business License)

City of Holladay
4580 S. 2300 E.
Holladay, Utah 84117
Phone: (801) 527-3890
Fax: (801) 527-3891

Application # _____

Utah State sales tax I.D. number _____ -STC

Please Print Clearly & Firmly

Business Name/DBA: _____ Phone: _____ Fax: _____

Business Location (No PO Boxes): _____ Holladay, UT Zip: _____

Mailing Address (if different from above): _____ City: _____ Zip: _____

E mail: _____

Local Agent/Contact Person: _____ Phone: _____ Fax: _____

Opening Date At This Location: _____ Is This a New Type of Business At This Location? Yes No

Location Type: Residential Commercial

Business Type/Activity *: _____

**If this is an application for group home for people with disabilities, please complete the supplemental form.
Does this business require any Utah State or Federal license or contract? If yes, please attach.*

TYPE OF OWNERSHIP

Sole Owner: Name: _____

Partnership: Name(s) of General Partners: _____

Corporation: Name of Principal Officer: _____

Name of Corporation: _____

Other: Describe: _____

Address of Owner(s)/Partner/Principal Officer: _____ City: _____ Zip: _____

Federal EIN # _____ Utah State Entity (optional) _____

It is unlawful to operate a business without a current license (Holladay Municipal Ordinance Section 5.606.020). Failure to obtain a business license prior to opening such business will result in a penalty being assessed (Holladay Municipal Ordinance Section 5.06.100).

It is the responsibility of the Licensee to be familiar with the ordinances under which this license is applied, and applicant hereby agrees to conduct said business strictly in accordance with the Laws and Ordinances covering such business

All applications of business license are to be renewed yearly, on the anniversary date of original issue. Licenses renewed 30 days after the anniversary date of original issue will be assessed a penalty.

As per Holladay Municipal Code or Ordinance, Section 5.06.100, responsibility of renewal is totally the responsibility of the Licensee. Failure to receive a renewal notice does not excuse this responsibility.

Signature: _____ Print Name _____ Date: _____

Office Use Only			
No. of Employee(s) _____ @ \$6.00 = _____		Basic License: \$ _____	
Regulatory Fees:		Employee(s): \$ _____	
Code	Description	Units	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		Regulatory: \$ _____	
		Vehicles: \$ _____	
		Sub-Total: \$ _____	
		Credit: \$ _____	
		Penalty: \$ _____	
		Zoning: \$ _____	
		Total \$ _____	
Ncsalpha #: _____		Comments: <input type="checkbox"/> Zoning <input type="checkbox"/> Fire <input type="checkbox"/> DBA <input type="checkbox"/> Sheriff <input type="checkbox"/> Tax Coded <input type="checkbox"/> Heath <input type="checkbox"/> _____	
Parcel ID #: _____			
Zone _____			
Approving Signature _____			

City of Holladay
Community Development Department
Zoning Application • Phone and Mail Home Business • \$35.00 Processing Fee

CONDITIONS OF ZONING APPROVAL OF PHONE & MAIL HOME BUSINESS

1. **Business is conducted in the home by phone and/or mail as an office only.**
2. **There are no employees and no customers coming to the home.**
3. **No vehicles, except the resident's personal transportation, equipment, or merchandise stock on the property.**

Personal transportation means automobile or truck (one ton or smaller).

Equipment limited to a desk, drafting table, typewriter, home computer, answering service device, fax machine, and printer.

4. **Only persons residing in the home can be involved in the business at this location.**
5. **No accessory buildings can be involved (e.g. garage).**
6. **No signs are approved with this application.**

Separate zoning approval is required before posting any signs; signs must meet zoning requirements.

**NOTICE: FAILURE TO COMPLY WITH ANY OF THE ABOVE CONDITIONS MAY RESULT
IN LEGAL ACTION AND/OR REVOCATION OF YOUR BUSINESS LICENSE.**

I agree to conduct my business in compliance with the above conditions: _____
(Applicant's Signature)

APPROVAL OF PROPERTY OWNER

I, _____, am the owner/manager of the property listed
(Print Property Owner/Manager's Name)
below, and authorize the applicant, _____, to conduct the business
(Print Applicant's Name)
identified on this application at the specified property.

(Property Owner/Manager's Signature) *(Date Signed)*

APPLICANT INFORMATION

Resident/Applicant Name _____ Date _____

Business Name/Account # _____ Phone _____

Address _____
Street *City* *ZipCode*

Business to be Conducted _____

ZONING ACTION

Approved Denied Date _____

Comments/Reason for Denial _____

(Zoning Signature)

CITY OF HOLLADAY
HOME OCCUPANCY SAFETY INSPECTION
REPORT



This form is to be completed by the applicant.
All of the information contained in this report is considered applicable unless otherwise specified.

Business Name _____
 Business Address _____
 Business Phone Number _____ Date of Inspection _____

AREA OF INSPECTION	EXPLANATION	COMPLIANCE
Fire Protection Systems Smoke detectors	At least one on every level.	<input type="checkbox"/> - Yes
Exit Doors/Hallways Hallways/Doors clear of obstructions	All exit doors and hallways are to remain clear and free of obstructions: Boxes, storage, deliveries, etc.	<input type="checkbox"/> - Yes
Extinguishers Home Proper access Automobile extinguisher	At least one 2A10BC extinguisher. Service every 5 years. Display or mount extinguisher leaving free of obstruction. If occupation requires work out of a vehicle (welding, painting, mechanic, etc.)	<input type="checkbox"/> - Yes <input type="checkbox"/> - Yes <input type="checkbox"/> - Yes <input type="checkbox"/> - NA
Storage No storage in furnace room	Storage of combustibles inside of the furnace room, or around the furnace, is not permitted (paints, oils, wood.)	<input type="checkbox"/> - Yes
Electrical equipment Extension cords Circuit breaker panel box Circuit breakers Electrical outlets	Extension cords shall not to be used as permanent wiring for a period of greater than three days. Light strips and surge protectors are allowed. Must maintain a 36" clearance around circuit breaker box. Never tape circuit breakers open. All electrical outlets and junction boxes shall have covers.	<input type="checkbox"/> - Yes <input type="checkbox"/> - Yes <input type="checkbox"/> - Yes <input type="checkbox"/> - Yes
Miscellaneous Home address must be posted Portable Space Heaters	Visible/legible from the road on the front of the property. If in use, keep combustible materials away from heaters.	<input type="checkbox"/> - Yes <input type="checkbox"/> - Yes <input type="checkbox"/> - NA

I hereby certify that the information above is true and correct to the best of my knowledge.

Name of Manager/Owner _____ Title _____

Signature _____ Date _____

- By checking this box I am indicating that I would like to have a fire inspection conducted at my facility by a representative from the fire department.



HOLLADAY CITY

HOME OCCUPATIONS

Getting Your Business License

The City of Holladay Code makes provisions for limited business activities in the home. Because these businesses have direct impacts within a residential neighborhood, home occupations are regulated under the business licensing title and under the zoning title as a conditional use. You will need to receive several approvals before your home occupation can be licensed.

First, you must apply for a business license. The application can be obtained from the Business License Department of the City. After you have completed the initial application, you will need to turn it in to the licensing department along with the appropriate fee.

Next, you will need to apply and receive a conditional use permit for your home occupation which is approved either by the Community Development Director or the Planning Commission. For your business to be approved by the Community Development Director, it must meet the criteria listed on the check list at the end of this pamphlet.

You are required to notify your neighbors when applying for a home occupation business license. This notification is included on the check list. No business licenses will be issued until that notification is done and the required time period elapsed. This should not take over two weeks for processing.

There are several other approvals that must be obtained along with the conditional use permit. They may include, the Salt Lake County Fire Safety, Salt Lake City/County Health Department and the Salt Lake County Sheriff. Recommendations for approval are sent by the Business licensing Department of Holladay City along with the initial application. Upon receipt of these recommendations, your business license will be sent to you at the address listed on the application.

As with all business licenses, they are renewed yearly. However, the conditional use permit is a one time approval. Just to remind you, the conditional use permit is subject to review upon complaint. In other words, if there is a complaint about your business activities that is substantiated by Holladay City Code Enforcement Officer, your conditional use permit will be reviewed by the Planning Commission and the Commission may impose additional conditions on the business activity or revoke the conditional use and the business license.

The following check list is to determine the approving authority for your conditional use permit;

If you can answer yes to the following questions, the Community Development Director may approve your conditional use permit.

Phone and Mail Type Businesses only

- | | YES | NO |
|---|--------------------------|--------------------------|
| The business is conducted in the home as an office only. | <input type="checkbox"/> | <input type="checkbox"/> |
| There are no employees other than the applicant. | <input type="checkbox"/> | <input type="checkbox"/> |
| There are no customers coming to the home. | <input type="checkbox"/> | <input type="checkbox"/> |
| There are no vehicles, except the resident's personal transportation, equipment, or merchandise stock on the property. | <input type="checkbox"/> | <input type="checkbox"/> |
| No accessory buildings are used for the business. | <input type="checkbox"/> | <input type="checkbox"/> |
| There is no external evidence of the home occupation including signs, external display of goods or external storage of materials or products. | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered yes to all of the above, sign and submit to the Community Development staff, the home occupation forms. After a 10 day objection period has elapsed the Community Development Director will approve the zoning portion of your business license.

If you answered no to any of the above, go to List B.

Businesses that sell manufactured items at locations other than the residence.

	YES	NO
The business is conducted entirely within the home but does not necessarily involve an office type space but the business activity is clearly secondary and incidental to the residential use of the dwelling.	<input type="checkbox"/>	<input type="checkbox"/>
There are no employees other than the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
There are no customers coming to the home.	<input type="checkbox"/>	<input type="checkbox"/>
There are no vehicles, except the resident's personal transportation, equipment, or merchandise stock on the property.	<input type="checkbox"/>	<input type="checkbox"/>
No accessory buildings are used for the business.	<input type="checkbox"/>	<input type="checkbox"/>
The business will not emit noise, odor, dust, fumes, smoke, electrical interference or other interference with the residential use of adjacent properties.	<input type="checkbox"/>	<input type="checkbox"/>
There is no external evidence of the home occupation including signs, external display of goods or external storage of materials or products.	<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to all of the above, sign and submit to the Community Development staff, the home occupation forms. After a 10 day objection period has elapsed the Community Development Director will approve the zoning portion of your business license.

If you answered no to any of the above questions, you will need to fill out a Development Review Application and meet with the Community Development staff to arrange a hearing before the Planning Commission.