



ADMINISTRATIVE OFFICES
76 NORTH 200 WEST
DELTA, UT 84624-9440
435.864.2759/435.864.4313 FACSIMILE
delta.utah.gov

HOW TO APPLY FOR HOME OCCUPATION LICENSE

Retain This Page for Your Reference

The business licensing division of the City would like to aid with the application process and has provided this set of procedures to help you understand some of the requirements for opening a business within your home. Please note that this is not intended to be an exhaustive list.

1. Businesses must register a business entity ((DBA (doing business as), Trust, Corporation, LLC (Limited Liability Company, etc.)) with the Utah Department of Commerce's Division of Corporations and Commercial Code. That agency is located at the Heber Wells Building, 160 East 300 South, 2nd Floor, SLC, UT 84111, 877.526.3994, or online at www.business.utah.gov/registration ((a.k.a. State of Utah's OneStop Business Registration System (OneStop)). You must submit some form of acknowledgment/verification of filing the State registration, with this application.
2. Business involved with the sale of a tangible product must provide evidence of a Utah State Sales Tax License number. You may obtain the sales tax number at the same time as you register the business entity, at the OneStop website or obtain the sales tax number from the State Tax Commission at 210 N 1950 W, SLC, UT 84134-3910, 800.662.4335.
3. If the business is being run from rental property, a letter of permission (indicating the portion of the home permitted to be used, and acknowledging the nature of the business) must accompany the application.
4. Please complete the application in dark ink. Incomplete or illegible applications will be returned. All applications must contain an original signature of the applicant(s).
5. Allow for up to ten (10) business days for processing. Temporary Permits may be available for unforeseen delays.
6. Any daycare, preschool, dance school, art or craft school or other business catering to minors, or offering care giver type services to the elderly, or other business as deemed necessary (for the continued safety and well-being of the citizens and the community and as permitted by law), will also need to submit a Bureau of Criminal Investigation (BCI) criminal history report at the time of application. That report may be obtained through the Bureau of Criminal Identification, located at 3888 West 5400 South, SLC, UT 84114, ph. (801) 965-4445. The cost is \$15.00
7. Fees must accompany the application. Please contact this office for computation of pro-rated amounts. Fees are adopted by Delta City Council and are represented in a Consolidated Fee Schedule. Regulatory fees are pro-rated by the calendar quarter.
8. A copy of the Home Occupation ordinance is available at City Hall or provided as a link on the website at delta.utah.gov. Please make sure you can comply with those requirements. If you have questions regarding any portion of the ordinance, you should contact the business licensing office for correct interpretation or explanation.
9. A license is granted when approvals have been received from the City's Code Enforcement Officer (435.864.2759, Ext. 14) regarding zoning requirements, from the City Fire Chief (435.864.7904) pertaining to mandatory fire safety requirements to protect you and the interests of the public you intend to serve, the approval of the local regulatory official from the State of Utah's Department of Health (435.864.3612) if your business will include the sale of food commodities or the preparation and sale thereof, and also the Delta City Building Inspector's passing off on the safety of the structure, etc., and finally the overall application approval by the City's Administrative Officer/Recorder (435.864.2759, Ext. 15).
10. Beyond the initial Utah Department of Health approval and provision to us of their issued Health Department Certificate to you, it will be mandatory for license renewal for businesses which include the sale of food, food commodities, food preparation and sale of all thereof, or businesses with tanning beds or any business that the Utah Department of Health has operational jurisdiction over will have to annually provide a copy of their renewal certificates to Delta City before a license will be renewed and issued.
11. There are additional application requirements for alcohol sales, tobacco shops, sexually-oriented businesses, pawn brokers, etc. Additionally, if your profession is regulated by the Utah Department of Occupational and Professional Licensing (DOPL), a copy of that professional license must be supplied. Temporary or soliciting-type businesses are licensed on a separate application with specific requirements. Please contact the Licensing Office for further information.
12. There are additional requirements for beauty salons, group child uses, garage uses, accessory building uses, kilns, wood working or other flammable uses, etc., which may incur additional inspection, and/or application processing delays.
13. Annual fees shall be due on the first day of each calendar year in advance. The annual license shall date from the first day of January of each year and shall expire on December 31 of each year. Annual fees shall be due on the first day of each calendar year and shall become delinquent if not paid by February 1, each year except as otherwise specified. C. All license fees not paid by February 1 of each calendar year shall be increased by ten percent (10%) of the total license fee payable for that business. License fees not paid by March 1 of each calendar year shall be increased by fifty percent (50%) of the total license fee payable for that business.



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HOME OCCUPATION LICENSE APPLICATION

<i>Office Use Only</i>	
Date Received:	_____
Date Paid:	_____
Inspection Fee Paid:	_____
License No. Issued:	_____

ENTITY & OWNER INFORMATION

Entity Name: _____

Owner's Name: _____

Location Address: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip + 4: _____ - _____

Home Phone: _____ Cellular Phone: _____

Electronic Mail: _____ Fax Number: _____

Driver License Number: _____ Issuing State: _____

Have You Ever Been Convicted of a Felony? _____

Are You Legally Authorized to Work in Utah and the United States? _____

Documentation is required to prove work status for Non-U.S. Citizens . Doc's Received ()

Entity Type: () Sole Proprietor () Partnership () Limited Liability Company () Corporation () Other _____

Description of Business Activity: _____

Utah State Sales Tax License Number (if applicable): _____ - _____ **-STC**

Mandatory: If your business will sell any type of commodity or product, you must have a Utah State Sales Tax License Number.

EIN/FEIN: _____ Utah State Entity Number: _____

United States Federal Tax Identification Number

Utah Department of Corporations and Commercial Code Number.

Mandatory registration to receive a business license from Delta City.



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HOME OCCUPATION LICENSE APPLICATION

How many clients will be coming to your residential dwelling at any one time and during a daily interval as a result of this application you are making? _____

What types of equipment, materials, tools and merchandise stock are involved in this proposed home occupation? _____

What types of modifications to the residential structure are anticipated because of the home occupation? _____

ALL HOME OCCUPATIONS MUST COMPLY WITH THE FOLLOWING PROVISIONS OF THE DELTA CITY MUNICIPAL CODE TITLE 12-912:

- ✓ The occupation shall be conducted entirely within a dwelling unit and shall be carried out by the inhabitants living there and no others.
- ✓ The occupation shall be clearly incidental and secondary to the use of the dwelling for dwelling purposes and shall not change the residential character or external appearance thereof in any manner.
- ✓ The total area used for the occupation shall not exceed one-third of the gross floor area of the user's dwelling unit.
- ✓ There shall be no exterior storage on the premises of material or equipment used as a part of the home occupation.
- ✓ There shall be no offensive noise, vibration, smoke, dirt, odors, heat or glare noticeable at or beyond the property line.
- ✓ A home occupation shall provide additional off-street parking of one parking space for each 200 square feet of gross floor area occupied by the home occupation. The parking plan for such additional parking space or spaces shall be approved by the Zoning Office prior to issuance of any business license required under Title 9-000.
- ✓ Specialized vehicles and trucks, such as wreckers, semi and dump trucks, utilized in a home occupation shall not be stored on the premises of a residential lot or on a public street or right-of-way.

This section is required to be completed if the home occupation would be conducted in a property that is rented or not owned by the applicant named herein:

Property Owner's/Manager's Printed Name: _____

Property Owner's/Manager's Mailing Address: _____

Property Owner's/Manager's Telephone Number: _____

As the property owner/manager, I understand that my renter has made application to conduct a home occupation within my property, or that which I manage, and further comprehend that the business must comply with all applicable ordinances pertaining to running a home occupation business, and that I expressly, by my signature below, do hereby give my express permission for the applicant to run a home occupation from this property, and that I too understand that permission does not grant the home occupation applicant the right to violate any portion of city ordinances.

Property Owner's/Manager's Signature _____ Date: _____

I (We) hereby agree to conduct business in accordance with the Utah State and Delta City Municipal Code laws governing such business and swear, under penalty of law, that the information contained herein is true and correct.

Applicant Signature(s): _____ **Date:** _____

<i>Office Use Only</i>			
Existing Zone?	Permitted Zone?	Yes	No
	Conditional Use Permit Required?	Yes	No

The acquiring of official signatures must be obtained prior to application submission and are an applicant responsibility.

Approvals	
Zoning Officer _____	Date _____
Fire Chief _____	Date _____
City Building Inspector _____	Date _____
Utah Department of Health Inspector _____	Date _____
_____	Date _____
Administrative Officer/Recorder	