



Springville City Corporation
Department of Community Development

Home Occupation Application
Review / Permit Fee: \$25

APPLICATION DATE: \_\_\_\_\_

[ ] APPROVED

[ ] DENIED

PLEASE TYPE OR PRINT LEGIBLY:

Name of applicant: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address of applicant: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Address of property to be considered (if different.) \_\_\_\_\_

Applicant's interest in property \_\_\_\_\_ Date property acquired \_\_\_\_\_

Name of business: \_\_\_\_\_

Type of business: (Describe in detail): \_\_\_\_\_

COMPLIANCE QUESTIONS AND STATEMENTS FOR HOME OCCUPATION

1. Home Occupations will be permitted only in the following zones: A1, R1-15, R1-10, R1-8, R1-5, R2, R-MHP, R-MF1, R-MF2, PO, VC and TC. (Please circle the zone above that applies to the home occupation.)

2. No person, other than members of the family occupying the dwelling located on the zoning lot, shall be employed in the home occupation.

Who will conduct the business? \_\_\_\_\_

3. The home occupation shall not require nor use any facilities for the display of goods. The home occupations shall not allow the use of any accessory building yard space or storage or for activities outside the dwelling not normally associated with residential use, except outside private swimming pools or tennis courts may be used for instruction.

4. No commercial vehicles shall be used, with the exception of one delivery truck which does not exceed three-fourths ton rated capacity.

Please indicate what vehicles will be used in connection with the occupation: \_\_\_\_\_

5. The home occupation shall be clearly incidental and secondary to the use of the dwelling for dwelling purposes and shall not change the character of the building from that of a dwelling.

6. One name plate or marker, not to exceed two (2) square feet is allowed, and shall be attached to the dwelling or other structure as allowed by the Community Development Director. The home occupation shall not display nor create outside any structure any other external evidence of the home occupation.

Please provide the name plate or marker dimensions and location (if one is desired): \_\_\_\_\_

7. The total area devoted to the home occupation within a building or buildings shall not exceed 25% of the living area of the dwelling located on the zoning lot.

What is the total living area of your home? \_\_\_\_\_ sq. ft. What amount of area is to be used for the occupation? \_\_\_\_\_ sq. ft.

8. The home occupation shall be registered with and licensed by the business license division of the City and with all applicable state agencies.

9. Entrance from the outside to the area of the dwelling used for the home occupation shall be the same entrance normally used by the residing family, except when otherwise required by the Utah State Department of Health or other state agency.

Will a separate entrance to the building be used for the home occupation?  YES  NO

10. The physical appearance of the dwelling, amount of traffic and parking, and other activities generated by the home occupation shall not be contrary to the intent of the zone in which the home occupation is located. All required off-street parking must be met. (Note: For a single-family dwelling the required off-street parking is two (2) spaces.)

How many off-street parking spaces will there be: \_\_\_\_\_

11. The home occupation shall, and the structure in which it is conducted shall, comply with all fire, building, plumbing, electrical, and health codes.

The fee required to file application covers the cost of safety inspection by Springville City Building Inspector. To schedule an inspection, call 489-2704. The Fire Department can be reached at 489-5676.

12. The home occupation shall not be associated with nor produce odor, fumes, dust, light, glare, color, design, materials, construction, lighting, sounds, noises, vibrations, including interference with radio or television reception, that may be discernable beyond the premises or which disturb the peace and quiet of the neighborhood.

What are the hours of operation? \_\_\_\_\_

Will there be customers? How many per day? \_\_\_\_\_

Describe where customers will park: \_\_\_\_\_

13. A home occupation shall not involve furnishing child care for more than twelve (12) children under twelve years of age, including children who reside in the dwelling unit, and child care may not be provided for more than three (3) children under the age of two.

If furnishing child care, how many children will you care for? \_\_\_\_\_

14. The home occupation shall not require the use or storage of any hazardous substance in excess of the amount usually used or stored in residential uses and, in order to protect the residents of the area from contact with contaminated materials, shall not include providing medical services.

15. Any person aggrieved by a decision of the Community Development Director pursuant to this code, may appeal that decision to the Board of Adjustment as provided by Section 11-2-305 of City Code.

Please show the following on a separate attached paper:

- Site plan of existing building, showing the area to be used for the home occupation.
- Distances and comments in full block capitals
- A frame of reference diagram showing surrounding properties and streets. (See example drawing)

Please Keep Your Drawings Simple....

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All home occupation permits issued shall be valid for a period of one year from the date of issuance. Applications for the renewal of a home occupation permit shall be made annually in accordance with the renewal process of a City Business License to the Community Development Director.

Any permit issued may be revoked by the Community Development Director for failure of the holder of the permit to comply with any of the conditions listed in this application and Springville City Code Section 11-6-116. Any person aggrieved by a decision of the Community Development Director may appeal that decision to the Board of Adjustment as provided by Section 11-2-305 of Springville City Code.

I, the undersigned, do hereby make application for a home occupation permit, pursuant to the provisions of Section 11-6-116 of Springville City Code.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Fees Paid on** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Home Occupation Permit issued on** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Building Safety/Fire Inspection Completed on** \_\_\_\_/\_\_\_\_/\_\_\_\_ **by:** \_\_\_\_\_  
Inspector

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Planning Division Approval** **Date:** \_\_\_\_\_