



Home Occupation Business License

20 North Main Alpine, UT 84004 • 801-756-6347 x3 • www.alpineut.gov Updated Feb 2025

BEFORE applying with Alpine City, you need to register your business with three offices at the State of Utah:

Utah Division of Corporations and Commercial Code - visit: corporations.utah.gov to register or renew a business or DBA

Utah State Tax Commission – visit: tap.tax.utah.gov/TaxExpress/_/?Link=TapBr to register a taxpayer account through the Taxpayer Access Point business registration portal

Utah Department of Workforce Services – visit: jobs.utah.gov/ui/Employer/EmployerRegistration/Intro.aspx?homepage=1 for employers to register with DWS

Please call 801-530-4849 if you have any questions.

HOW TO APPLY:

- 1) Submit a completed Alpine City Home Occupation Business License Application including payment of all fees. All incomplete applications will be returned.**

An administrative fee of \$25.00 per year is charged for all Home Occupations. You may have one employee outside of the family.

Included with this application is a copy of the Home Occupation Ordinance (Section 3.23.7.3). This needs to be signed and dated, notifying the city that you understand and will comply with all the requirements.

- 2) Attend a Planning Commission meeting if required.**

The Home Occupation Business License application will be reviewed by staff. If it is determined that the home occupation may create significant impacts, approval from the Planning Commission may be required before your license is issued. You will be notified if Planning Commission review is required and given the date that your application will be on the agenda.

Planning Commission meetings are generally held on the first Tuesday of each month. Applications must be submitted two weeks prior to the meeting to make it on the agenda.

- 3) Building and/or Fire Inspection, if required (see Home Occupation Ordinance Section 3.23.7.3 #15).**

Building and/or Fire Inspections will be required if you have a group of people coming to your home (like dance classes, yoga class, day care, music master class, etc.)

LICENSE RENEWAL:

Renew your license each year that you are in business and inform the city when you are no longer operating.

Your business license will expire on December 31st of each year. Renewal notices will be sent to you as a reminder, but you are responsible for making sure payments are sent in prior to delinquency.

Home occupations may be renewed annually provided there have been no reported violations/complaints which may require termination of the home occupation.

A business license cannot be transferred from one person to another or from one location to another. It is the business owner's responsibility to let the city know when a change takes place.

GLOSSARY OF TERMS:

Business Registration Number (a.k.a. Business Entity Number): By law, you are required to register your business name with the Department of Commerce. You must provide a copy of your Business Registration number when you submit your business license application to our office. Please call 801-530-4849 if you have any questions.

Sales Tax Number: Generally, only businesses involved with the sale of a tangible product must apply for a State Sales Tax number. For questions, you may contact the Commission at 800-662-4335. If you are required to have a Sales Tax Number, you must provide it when you submit your business license application to our office.

Federal Employer Identification Number: (a.k.a. Federal Tax I.D. Number, EIN or FEIN): Most businesses will need to obtain a Federal Employer Identification Number with the Internal Revenue Service if a corporation, limited liability company, limited partnership, limited liability partnership, OR sole proprietor with employees is being created. Please call 800-829-4933 or go to www.irs.gov/business/small/index.html for additional information.

Employer Withholding Number: Employers can get a withholding tax account (license) by completing and submitting the form TC-69 Utah State Business and Tax Registration to the Tax Commission. There is no fee for a withholding tax account. However, if you have a history of filing or paying taxes late, you may have to post a surety bond.

State License: It is required of some occupations to have a special license issued by the state. Please go to www.dopl.utah.gov for more information or call the Utah Division of Occupational and Professional licensing at 801-275-3675.

Federal License: You will only need a federal license or permit if your business is involved in activities that are supervised and regulated by a federal agency. The types of business activities licensed by the federal government can be found at www.business.gov/register/licenses-and-permits/federal-licenses.html.

**If you have questions or need assistance in completing this application,
please contact DeAnn at 801-756-6347 x3
or dparry@alpineut.gov**



Application for Home Occupation Business License

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Please clearly print or type an answer to every question. Incomplete applications will not be accepted. Approval is required prior to opening your business. All applicable Federal and State numbers must be obtained before the application and fee will be accepted. All business licenses will expire on December 31st of each year.

SECTION I: Business Information

Business Name: _____ Business Phone: _____

Business Address: _____

Mailing Address: _____
(Include City, State and Zip)

Website: _____ Business Email: _____

SECTION II: Owner/Manager Information

Business Owner: _____
(Name) (Home Address)

Owner Phone: _____ Email Address: _____

SECTION III: Federal and State Requirements

Ownership Type: Sole Proprietorship Partnership S- or C-Corp LLC

DBA: _____

Utah Registration Number: _____ Utah Sales Tax Number: _____

State License Type (if any): _____ Lic. No.: _____ Expires: _____

Federal License Type (if any): _____ Lic No.: _____ Expires: _____

SECTION IV: Business Description

Home Occupation: If you answer yes to any of the following questions, please provide detailed information.

1. Approximately how many customers will visit the home per week? _____
2. Will there be any display or stock at the home? Yes No
3. Will there be an additional employee other than residing family? Yes No
4. Will hazardous materials or chemicals be used as part of the business or stored at the home?
 Yes No
5. Do you have adequate off-street parking for customers? Yes No
If not, how will you provide additional parking? _____
6. What area of your home will be used for your business? _____
7. What is the square footage of that area? _____
8. Will there be any remodeling? Yes No Alpine City Building Permit No: _____

Describe your business in detail:

I have answered the above questions honestly and agree to comply with the Home Occupation Business Regulations.

Owner's signature

Date

I would like my business to be listed on the city website.

Business License Administrative Fee: \$25.00 per year

Alpine City values your privacy. We collect only the information necessary to provide requested services. Refusal to provide this information may prevent us from fulfilling your request. Your data may be shared with authorized third parties. For more details, including where your data may be stored, visit <https://www.alpineut.gov/170/Recorder>.

FOR CITY USE ONLY

Code Compliance Officer

Date

City Planner

Date

City Recorder

Date

Fire Inspection required? Yes No Planning Commission date (if required): _____
Date

ALPINE CITY HOME OCCUPATION ORDINANCE (Section 3.23.7.3): Home occupations may be permitted as a conditional use upon review of staff and approval by the DRC. If the DRC determines that the home occupation may create significant impacts, approval from the Planning Commission may be required. All home occupations will be subject to compliance with the following:

1. Terms and Conditions:

- A. Home occupations are listed as a Conditional Use in the zone.
- B. The home occupation is conducted entirely within the living area of a dwelling or attached garage.
- C. The business activity of the home occupation carried out on the premises shall be conducted only by members of the residing family, except that not more than one person, not a member of the residing family, may be engaged in the conduct of the home occupation if such person is utilized in the capacity of a support function.
- D. The home occupation does not involve the use of any accessory buildings or yard space for storage or activities outside of the dwelling.
- E. The home occupation shall contain no facilities for the display of goods. Any sale of goods and services shall constitute a clearly incidental part of the operation of the home occupation.
- F. No commercial vehicles shall be stored at the premises except one delivery truck which does not exceed 12,000 GVW rated capacity.
- G. The home occupation is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character of the building from that of a dwelling.
- H. Home occupation signs shall be limited to one (1) identification nameplate, not larger in area than two (2) square feet fastened to the home, and one (1) sign, not larger in area than one (1) square foot, fastened to the side of the mailbox structure at or below the level of the mailbox. No off-site advertising signs shall be permitted.
- I. The home occupation shall occupy an area not more than the equivalent of twenty-five percent (25%) of the ground floor area of the dwelling or 500 square feet, whichever is less. If there is more than one (1) home occupation in a home, the total square footage of the home occupations combined shall not exceed twenty-five (25%) of the ground floor area of the dwelling or 1,000 square feet, whichever is less.
- J. The home occupation shall obtain a business license from the city.
- K. The activities of the home occupation shall not involve the use of hazardous materials or chemicals in amounts that will increase the hazard of fire or explosion. Activities of the home occupation shall not decrease safety to the structure or occupants of the dwelling or adjacent dwellings.
- L. The operation of the home occupation shall not produce any noise, smoke, glare, light, fumes, dust, electronic interference, or similar condition which is discernible outside the dwelling.
- M. The physical appearance, traffic, and other activities in connection with the home occupation will not be contrary to the intent of the zone in which the home occupation is located, and, in the opinion of the Planning Commission, the activities of the home occupation will not depreciate surrounding property values or the quality of the area for residential purposes as determined by the Planning Commission.
- N. A sexually-oriented business shall not be a home occupation.
- O. If the home occupation will have customers/clients/students/children coming to the home as part of the business, an inspection by the Fire Marshall is required to determine compliance with zoning, building, and life safety requirements.

2. Commission May Attach Conditions:

In order to achieve the objectives of this Code and to protect the health, safety and quality of life in the community the Planning Commission may attach conditions to the granting of a home occupation consistent with the standards herein above stated.

3. Continuing Obligation - Business License Required:

All home occupations shall be operated in compliance with the conditions herein above set forth and any conditions which may be attached as part of the approval. Upon approval of a home occupation the applicant shall be eligible to acquire a business license to operate. Issuance of the business license shall be conditioned upon continued performance of the conditions of approval and said license shall be refused or revoked upon failure of the owner and/or operator to maintain or operate the home occupation in accordance therewith.

The approval shall be valid for the remainder of the year in which it is first granted. Thereafter the approval will be extended for successive one year periods, commencing on January 1 of the calendar year, or such other date as the Council may from time to time establish as the effective date for business licenses, provided (1) that the home occupation remains substantially the same as initially approved and (2) that the home occupation has remained active as evidenced by the acquisition of a valid business license for the previous year.

I have read and will comply with the requirements for an Alpine City Home Occupation license.

Signature: _____ **Date:** _____