



# Home Occupation Business License

20 North Main Alpine, UT 84004 • 801-756-6347 (Phone) • 801-756-1189 (Fax) • [www.alpinecity.org](http://www.alpinecity.org)

## **BEFORE applying with Alpine City, you need to register your business with the State of Utah**

The fastest and easiest way to register your business with the State of Utah is to go to the OneStop Online Business Registration at [www.business.utah.gov/registration.html](http://www.business.utah.gov/registration.html). By using this system you can register your business with the Utah state Tax Commission, the Utah Labor Commission, the Utah Department of Commerce, the Utah Department of Workforce Services and the Utah Department of Environmental Quality. After completing the online registration process, you will receive all of the necessary licenses and account numbers for your business. You will receive all of the information necessary to go to your local municipality to apply for a business license.

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.**

- A fee of \$50.00 per year is charged for all Home Occupations. You may have one employee outside of the family at an additional fee of \$25.00 per year.

- 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 of the requirements.

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

- The Home Occupation Business License application will be reviewed by Staff and the DRC. If it is determined that the home occupation may create significant impacts, approval from the Planning Commission may be required before a 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 1st Tuesday of each month. Applications must be submitted 5 days prior to the meeting in order 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 of certain businesses. You will be notified if you need an inspection.

## **LICENSE RENEWAL:**

**Renew your license each year that you are still in business and inform the City when you are no longer in business.**

- 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 received prior to delinquency. If a license renewal fee is not paid by March 1st, it will be subject to double the base rate as a late charge.

- 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 will be taking place

## **GLOSSARY OF TERMS:**

**Business Registration Number** (aka 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 return your business license application to our office. Please call (801) 530-4849 if you have any questions. [The OneStop Online Business Registration Application will provide you this number.](#)

**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 1-800-662-4335. If you are required to have a Sales Tax Number, you must provide it when you return your business license application to our office. [The OneStop Online Business Registration Application will provide you this number if your business requires it.](#)

**Federal Employer Identification Number:** (aka 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 1-800-829-4933 or go to [www.irs.gov/business/small/index.html](http://www.irs.gov/business/small/index.html) for additional information. [The OneStop Online Business Registration Application will notify you in the event you need to obtain this number.](#)

**Employer Withholding Number:** Employers can get a withholding tax account (license) by using the [OneStop Online Business Registration Application](#) or 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](http://www.dopl.utah.gov) for more information or call the Utah Division of Occupational and Professional licensing at 1(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](http://www.business.gov/register/licenses-and-permits/federal-licenses.html).

**If you have questions or need assistance in completing this application, please contact Bonnie Cooper at 801-756-6347 x 4 or [bcooper@alpinecity.org](mailto:bcooper@alpinecity.org)**



# 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. Application submittal is required prior to opening. All applicable Federal and State numbers must be obtained before application and fee will be accepted. All business licenses expire 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

Federal and State numbers can be obtained by logging onto [www.business.utah.gov/registration.html](http://www.business.utah.gov/registration.html) (One Stop Business Registration). The State Tax Commission office can be reached at 1(800) 662-4335. The Department of Commerce office can be reached at (801) 530-4849.

Ownership Type:  Corporation  Partnership  Proprietorship  LLC

DBA \_\_\_\_\_

Business Registration Number: \_\_\_\_\_ State Sales Tax Number: \_\_\_\_\_

Employer Withholding Number: \_\_\_\_\_

State License Type (if any): \_\_\_\_\_ Number: \_\_\_\_\_ Expires: \_\_\_\_\_

Federal License Type (if any): \_\_\_\_\_ Number: \_\_\_\_\_ Expires: \_\_\_\_\_



**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:**

1. Home occupations are listed as a conditional use in the zone.
2. The home occupation is conducted entirely within the living area of a dwelling or attached garage.
3. 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.
4. The home occupation does not involve the use of any accessory buildings or yard space for storage or activities outside of the dwelling.
5. 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.
6. No commercial vehicles shall be stored at the premises except one delivery truck which does not exceed 12,000 gvw rated capacity.
7. 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.
8. 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 mail box. No off-site advertising signs shall be permitted.
9. 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.
10. The home occupation shall obtain a business license from the City.
11. 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.
12. 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.
13. 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.
14. A sexually-oriented business shall not be a home occupation.
15. If the home occupation will have customers/clients coming to the home as part of the business, an inspection(s) of the business portion of the home is required to determine compliance with zoning, building, and life safety requirements. When no customers/clients will be coming to the home as part of the business, the applicant shall be required to submit the home business self fire inspection form.

**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 hereinabove 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 all of the requirements for an Alpine City Home Occupation.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**ASSESSOR DEPARTMENT**

# Utah County Assessor – Personal Property Div.

Kris Poulson  
Assessor  
801.851.8275

Burt Garfield  
Chief Deputy Assessor  
801.851.8285

Peter Jeppsen  
Commercial Manager  
801.851.8299

Dear Business Owner,

Congratulations on the establishment of your new business, as a new business owner there are some obligations that you need to fulfill as a responsible business owner.

Utah State Legislation requires that each business file an affidavit each year with the Assessor’s Office declaring their taxable property. This affidavit allows you to list the equipment and supplies you use for your business. Affidavits are sent at the beginning of each new year. If your business equipment has less than \$15,000 (2020) in market value then you may be exempt from paying any taxes, **this does not exempt you from filing each year.** Any failure to file can result in fines, interest, estimations, and audits.

Our office searches through State and City business registries, information from leasing agencies, field research, and State Audits to locate any business operating within Utah County. Any change in either status of the business or account information must be reported to us immediately. In addition, if you are closing a business, you must inform us in writing, as well as inform the City and State agencies. Failure to do so may keep your account active and additional penalties and interest may accrue.

Please fill out and return the attached form below to:  
**Utah County Assessor - Personal Property**  
**100 E Center Street, Rm 1105**  
**Provo, UT 84606 or FAX 801-851-8282**

If you have any questions about this tax, information can be found on our website at [www.utahcounty.gov/ppfile](http://www.utahcounty.gov/ppfile) or you can call 801-851-8295 and we will be happy to assist you.

Please Cut Here

## NEW BUSINESS INFORMATION FORM

*Please Print Clearly*

**Business Name:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Nature of business:** \_\_\_\_\_

**Date business started:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_