



COMMUNITY DEVELOPMENT

HOME OCCUPATION

**MINOR
CONDITIONAL USE PERMIT
(Business within the Residential Dwelling (Home))**

BUSINESS APPLICATION

20 North Main Street, P.O. Box 1005 Brigham City, Utah 84302

Phone 435-734-6617

Fax 435-723-8132



GENERAL LICENSE INFORMATION AND CONTACT LIST

Brigham City welcomes and encourages commercial and home occupation businesses. There are many benefits that accrue to the City and its residents from the presence of a variety of business types to our community.

Brigham City requires licensing of all businesses which engage in any activity resulting in compensation or other consideration derived from carrying on any business, trade, profession, craft, occupation, commerce or sales of tangible personal property or services, or both. Licenses are required of all occupations based from locations within Brigham City limits or which carry on business here.

All applicable Cities, County, State and Federal laws must be complied with concurrently while licensed by Brigham City. Certain types of occupations and professions require a State regulatory license in addition to the local business license. The Division of Occupational and Professional Licensing can be contacted at (801) 530-6628 to see if a State license is required. Businesses may also be regulated by the Federal Government, such as those dealing in alcohol, tobacco, firearms, hazardous materials or waste, radio, satellite and television communications, etc., and the appropriate Federal offices should be contacted for assistance, if applicable.

The Business Licensing Division of Brigham City cannot accept a business license application until certain key requirements have been satisfied, including acquisition of government identification numbers. We have provided a brief outline of those basic requirements and how to complete them, on the following pages. Along with a Contact List of key agencies and people available to help you with your business structure needs. The City offices for Business Licensing also provides several resources of information, designed to help get you going in the right direction while establishing or relocating your business to our community.

We look forward to helping you and wish you the best with your business endeavors.

Business Structure Outline:

1. **Establish your business structure.** Sole proprietorships and general partnerships need only register the DBA, as identified under #3 below. All other business structures, including limited partnerships, limited liability companies and corporations of any kind establish their business structures by filing required paperwork with the Division of Corporations and Commercial Code. Business structures originating outside Utah must register their structure in Utah, as well.

If you need both State and Federal numbers, the fastest method is to go in person to the State Tax Commission office in Salt Lake City. If only State numbers are needed, they can be obtained at any State Tax Commission location and at the Department of Commerce. The basic forms (TC-69, DBA and SS-4) are available in our office or you can call the offices directly to have the forms mailed to you within a few days. If you submit the completed forms by mail, the turnaround time is 6-8 weeks, so you are encouraged to take them in, or fax them.

To file the SS-4 only (IRS):

Phone: 1-800-829-1040

Mail: Entity Control
Mail Stop 6271
PO Box 9941
Ogden, UT 84201

Fax: (801) 620-7115

To file TC-69 and other forms:

Utah State Tax Commission

Phone: 1-800-662-4335
2447 Lincoln Avenue in Ogden
(in the DMV Building), **or**
210 North 1950 West in SLC

www.tax.ex.state.ut.us

Re: DBA/business structure:

Department of Commerce

Phone: (801) 530-4849

Toll Free: 1-877-526-3994

160 East 300 South, SLC
(in the Heber Wells Building)

www.commerce.state.ut.us

2. **Obtain your Federal Employer Identification Number (FEIN or EIN).** Businesses must have a Federal Identification Number *unless* owned by a sole proprietor with no employees. The **SS-4** form is necessary to acquire this number. You will need to apply for and receive the FEIN before submitting the TC-69 to the State. Your FEIN should be on your business license application unless you are a sole proprietor with no employees.
3. Register your business. A sole proprietor using only his or her complete legal personal name is exempt from State registration. Each business name or **DBA** (“Doing Business As”) of a sole proprietor or general partnership must be registered. The name of any corporation, limited partnership or limited liability company is registered with the filing of the business structure documentation. If a name is used other than the one filed, each other business name must be registered as a DBA of the established entity. For assistance or to verify that the name is available for your use, call the Utah Division of Corporations and Commercial Code at (801) 530-4849.

Fee: \$22 for a 3-year registration. Use the **TC-69** form or the **Business Name Registration/DBA Application form**.

4. Acquire State Tax Commission numbers. Businesses must obtain a **Sales & Use Tax** number to collect and remit to the State taxes on the rental or retail sale of items, taxable services and various out-of-state purchases. Businesses which have employees and certain business structures must obtain a State Withholding number. Use the **TC-69 form** to acquire those numbers. Contact the Utah State Tax Commission at 1-800-662-4335 for assistance. If required for your business operation, these numbers must be on the business license application when submitted.
5. If your business incorporates the manufacturing, preparation and sale of food items, or is identified as an eating place such as a restaurant, you will need to contact the appropriate divisions of the Health Department and complete their requirements. A sign off from the Health Department will be required on the business license application, if applicable to your business.

Contact List:

Brigham City Contacts:

Jared Johnson, Community Development Manager
(435) 734-6618
jaredjohnson@brighamcity.utah.gov

Mark Bradley, City Planner
(435) 734-6616
mbradley@brighamcity.utah.gov

Judy Loveland, Neighborhood Improvement Coordinator
Business Licensing, Fence Permits
(435) 734-6617
judyloveland@brighamcity.utah.gov

Julie Jeppsen, Administrative Secretary
(435) 734-6604
ijeppsen@brighamcity.utah.gov

Jim Buchanan, Fire Marshal & Emergency Management Services Director
(435) 723-4071
jbuchanan@favorites.com

Box Elder County Contacts:

Scott Lyons, Box Elder County Community Development Director
(435) 734-3316
scottlyons@boxeldercounty.org

Beverly King, Assistant Director
Small Business Development Center, Weber State University
(801) 626-7232
BKING1@WEBER.EDU

Jason Yerka, Manager
Box Elder Business License Resource Center
Utah State University Brigham City Campus
435-797-1235
Jason.yerka@usu.edu

Clyne Shakespear, LEHS
Bear River Health Department
(435) 734-0845
cshakespear@brhd.org

Brigham City Chamber of Commerce:

Monica Holdaway, Executive Director
(435) 723-3931
monica@brighamchamber.com

State and Federal Contacts:

Utah State Tax Commission
210 North 1950 West
Salt Lake City, UT 84134
(801) 530-4849, (800) 662-4335
www.tax.ex.state.ut.us

Department of Commerce
Heber M. Wells Building
160 East 300 South, 1st Floor
Salt Lake City, UT 84111
www.commerce/utah/gov

Worker's Compensation Fund
392 East 6400 South
Salt Lake City, UT 84107
(800) 446-2667
www.wcf-utah.com

Utah Department of Workforce Services
1050 South Medical Drive
Brigham City, UT 84302
(435) 734-4060
(888) 848-0688 Unemployment Insur.
www.dws.state.ut.us

Utah State Tax Commission
Sales Tax Office 7th Floor
2447 Lincoln Ave.
Ogden, UT
www.tax.ex.state.ut.us



FOR OFFICE USE ONLY	
Issued _____	Approved _____
Business License No. _____	
Application Review Fee (Non Refundable)	\$20.00
Other Fee	\$ _____
Total Fee	\$ _____
Date Rec'd _____	Receipt # _____
<input type="checkbox"/> Check	<input type="checkbox"/> Cash
Business Code _____	
Zoning District _____	C.U.P.# _____

BUSINESS LICENSE APPLICATION

1. Business Information - Please type or print clearly ORIGINAL APP. CHANGE OF: ADDRESS OWNERSHIP BUSINESS NAME

Business Name _____

Business Address _____ City _____ St _____ Zip _____

Mailing Address _____ City _____ St _____ Zip _____

Bus. Phone () _____ Business Start Date _____

Federal ID: SSN _____ FEIN _____

Sales Tax # _____ Utah Corp.,LP or LLC #: _____

Property Owners Name _____ Phone() _____

Property Owners Address _____ City _____ St _____ Zip _____

Business Organization: Independent/Sole Proprietor Corporation Partnership Limited Partnership
 Limited Liability Company Profit Corporation Non-Profit Corporation

Has Brigham City ever licensed the applicant(s)/owner(s)? Yes No, If yes, when? _____

Under what business name? _____

Describe Business: (Add additional pages as needed)

NUMBER OF EMPLOYEES _____

2. Check All That Apply Note: See Title 14 for Specific requirements. Additional information may be required for specialty licenses.)
 Use special forms for Beer, Cabaret, Sexually Oriented Business

Alarm System Agriculture Vendor Apartments Auction/Auctioneer Christmas Tree Sale Collection of Garbage/Waste
 Commercial Construction Contractor Cosmetology Home Occupation (See Home Occ. Form) Handyman Pawnbroker
 Solicitor Outside City Limits Insurance Private Police/Detective Nail Technician Massage Therapist
 Other Special Event Swap Meet Public Dance Mechanical Amusement Device

Temporary Merchant License - Location _____ Dates of Sale _____ Temp. Sales Tax# _____

3. Business Owner or Agent Information

Business Owner's Name _____ Date of Birth ____/____/____

Or Registered Agent _____
 (For Corporation, Limited Partnership, & Limited Liability Company Only)

Drivers License# _____ St _____ Home Phone () _____
 Home Address _____ City _____ St _____ Zip _____
 State License Type (If applic.) _____ Lic. # _____ Exp. Date _____
 Alternate Contact _____ Phone() _____

4. Verification of Accuracy - Acknowledgment of Responsibility

Under penalty of perjury, I hereby certify that the information provided for this entire application is complete and accurate. I further certify that updated information will be provided in writing or on a new application, as required, to the Brigham City Business License Division within 30 days of any change to the business, name, organization, or location. I hereby acknowledge that illegal or fraudulent business practices are grounds for revocation of the business license. I (we) further agree to not conduct said business until the license has been approved.

 Signature of Authorized Agent/Owner Date _____

 Signature of Authorized Agent/Owner Date _____

5. License Fee Calculations Note: A list of additional Licensing Fees and Bond Requirements is available upon request from the Business Licensing Department.

License Categories **Fees**

Original application set-up fee (Included in first year fees listed below).....\$20.00

14.02.080-090 General Business and Professional License Fees

- Fees for general commercial businesses and professions
- Fees for Level I Commercial (up to 15,000 sq.ft.)..... First Year- \$115.00 (Renewal-\$75.00)
- Fees for Level II Commercial (15,001 sq.ft. up to 30,000).....First Year-\$140.00 (Renewal-\$80.00)
- Fees for Level III Commercial (30,001 sq.ft. up to 50,000).....First Year-\$165.00 (Renewal-\$90.00)
- Fees for Level IV Commercial (over 50,000 sq.ft.).....First Year-\$190.00 (Renewal-\$ 100.00)
- Fees for all professions leasing or renting space inside an established commercial business (i.e. nail tech, cosmetologist, etc.).....\$70.00
- Fees for Home Occupations
 - Major.....First Year- \$95.00 (Renewal-\$75.00)
 - Minor.....First Year- \$90.00 (Renewal-\$70.00)

Fees for all professions leasing or renting space inside an established home occupation (i.e. nail tech, cosmetologist, etc.).....\$70.00

14.15.060 Solicitors License Fee

Solicitors Fee per company or qualifying entity or individual.....\$100.00
 * (plus \$10.00 for each individual ID badge)

****NOTE: Call the Community & Economic Development office for information regarding business categories not listed above.**

6. For Office Use Only

Zoning:

Approved by _____ Date _____

Temporary License (12 Month) _____ Date(s) _____

Land Use _____ Date _____

Bonding _____ Date _____

Sign Permit _____ Date _____

Life/Safety:

Temporary (60 Day):

Inspection _____ Date _____

Fire Marshal _____ Date: _____ Date: From _____ To _____

Permanent License:

Inspection _____ Date _____

Fire Marshal _____ Date: _____

Bear River Health Dept:

Inspected by: _____ Date _____

Police Dept:

Inspected by: _____ Date _____

Comments: _____



HOME OCCUPATION – MINOR CONDITIONAL USE PERMIT
 The Business will use any or all of the following:

If the business is a Home Occupation in Brigham City, please respond to the following questions:

1. Is it necessary to have clients come to your home? _____ Yes _____ No
 If yes, how many do you anticipate? In week? _____ In a day? _____
 *If yes, a life/safety and fire inspection will be required.
2. Do you anticipate the need for large delivery vehicles to your home? _____ Yes _____ No
 *If yes, how often? _____ Times per month. What size of vehicle? _____ Semi _____ UPS
3. Will there be employees for the business, other than the residents of the home? _____ Yes _____ No
 *If yes, how many? _____ (See City Code Section 29.20.020 – Employees of Home Occupations)
4. Do you plan on or have need for a sign? _____ Yes _____ No
 *If yes, please fill out a sign permit application and submit with the business license application.

Affidavit of Compliance

I _____ have read the Home Occupation Ordinance and do hereby agree to follow the terms and conditions of this and all ordinances pertaining to this home occupation.

 Signature of Applicant

 Date

MINOR – CONDITIONAL USE PERMIT – FEE \$50.00 – MAY BE INCREASED TO \$250.00 IF PLANNING COMMISSION REVIEW IS NEEDED.

Property Owner Information:

Name of Applicant: _____

Property Owner (If not applicant): _____

Property Address: _____ City: _____ State: _____ Zip Code: _____

Phone number (Applicant): _____ Property Owner (If not Applicant): _____

Explanation of Conditional Use:

1. What is the existing use of the property? _____

2. What is the proposed use of the property? _____

3. What is the estimated development time schedule? _____

For Office Use Only:
 Date: _____ Application #: _____ Existing Zone: _____ Fee Received: _____

PROPERTY OWNER

*** IMPORTANT - ALL property owners of record MUST sign this form – use additional forms as necessary**

I, (we) _____, declare that I, (we) am (are) the owner(s)* of the property identified in the attached application.

*May be owner of record, contract owner, party to valid real estate purchase contract, party to valid earnest money agreement, option holder or have other legal control of property.

(Property Owner)

(Property Owner)

State of _____

County of _____

On _____, 20_____, _____ personally appeared before me,

- _____ who is personally known to me
- _____ whose identity I proved on the basis of _____
- _____ whose identity I proved on the oath/affirmation of _____,
a credible witness

the signer of the above document, and he/she acknowledged that he/she signed it.

Notary Public

PROPERTY OWNER PERMISSION

***IMPORTANT - ALL property owners of record MUST sign this form – use additional forms as necessary**

I, (we) _____, the owner(s) of the property described in the attached application, give _____ permission to use the property listed in the attached application for the purpose named in the attached application.

(Property Owner)

(Property Owner)

State of _____

County of _____

On _____, 20_____, _____ personally appeared before me,

- _____ who is personally known to me
- _____ whose identity I proved on the basis of _____
- _____ whose identity I proved on the oath/affirmation of _____,
a credible witness

the signer of the above document, and he/she acknowledged that he/she signed it.

Notary Public

HOME OCCUPATION BUILDING AND FIRE SAFETY CHECKLIST

Note: Questions regarding these requirements may be directed to:
 Jared Johnson, Chief Building Official (435) 734-6618 or
 Jim Buchanan, Fire Marshal (435) 734-6600 Ext. 2401

Building Safety

1)	Is the address posted on the building so that it visible from the street? (IRC 325)
2)	Egress System per IRC Sections 311-316 may include but not be limited to the following: a) Are sidewalks and hallways inside and outside the building free from tripping hazards and storage? b) Are steps, ramps, handrails, guardrails and landings in place and maintained as needed?
3)	Storage space under stairs shall have walls, and ceiling protected on the enclosed side with 1/2" gypsum board. (IRC 314.8)
4)	Are doors openable from inside without the use of a key or any special knowledge or effort such as thumb turn deadbolt? (IRC 311.2)
5)	Are building components being maintained in a safe and orderly manner?

Electrical

1)	Do electrical panels have a clear working space in front of them at least 30" wide, 36" deep and 6 1/2' high for access? (IRC 3305)
2)	Are breakers and electrical disconnects labeled and free of tape or devices that restrict their operation? (IRC 3304.11)
3)	Are openings in panels, junction boxes etc. properly covered or filled? (IRC Chap. 37-38)
4)	Are switches, outlets, lights, all electrical fixtures, appliances and equipment clean and maintained in working order with covers in place and installed properly? (IRC Chap. 37-38)
5)	Are conduits and wires secured, complete and in safe working order? (IRC Chap. 37-38)
6)	Extension Cords and plug strips must be: a) Used only for portable equipment. b) Sized for the ampacity of the equipment, in good condition with proper grounding. c) Protected from physical damage but not run through walls, floors, ceilings or under doors. d) Listed and plug strips having integrated overcurrent protection. (IFC 605 & NEC 400)
7)	Is the grounding system safe and in working order? (IRC 3507-3511)

Mechanical

1)	Is mechanical equipment installed and maintained? (IRC Chap. 12)
2)	Are combustibile materials and construction kept away from heat producing appliances and vents?
3)	Is the equipment accessible for maintenance and repair? (IRC Chap. 13 & 18)
4)	Are pipes, vents and ducts properly supported to prevent damage? (IRC Chap. 16 & 2414)
5)	Are condensate drains piped to a sewer drain for proper disposal?
6)	Are exhaust fans (bathroom, hood etc.) working properly? (IRC Chap. 15)
7)	Is combustion air supplied to fuel burning appliances? (IRC Chap. 17)

Plumbing

1)	Is the plumbing system properly supported and in good working order? (IRC Chap. 25, 2605)
2)	Are plumbing fixtures maintained, have proper fixture clearance for operation and is the toilet seat finish damaged? (IRC Chap. 25,27)
3)	Water heater: (IRC Chap. 28) a) Is the water heater properly connected to gas and vent system or electrical supply? b) Does the heater have seismic straps? c) Is the pressure relief valve sized correctly (210 F, 150 psi)? d) The drain leg shall be piped so as not to cause personal injury (preferably within 12" of the floor pointing down).
4)	Is the water piping run in approved material? (IRC Chap. 29)
5)	Is sanitary drainage and vent system installed with approved materials? (IRC Chap. 30 &31).

Fire Protection

1)	Is a minimum 5-lb (2-A:10-B:C) fire extinguisher located in the home at an accessible location, hung on a bracket not more than 5' above the floor to the top of the extinguisher with a Fire Marshal's Inspection Tag attached?
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Information Sheet

Community Development
20 North Main Brigham City, Utah 84302
(435)-734-6604

Sheet No. 10
Revised: February 28, 2007

Signs

When I put up a sign do I need a Permit?

Yes, a permit is required anytime you erect a sign. However, if the value of the sign and installation is \$1,000.00 or more also include the name of the Sign Contractor who will be installing the sign, with their State License number and contact telephone number.

If the sign is a pole sign, provide the following:

Engineered stamped drawings for the sign base and sign.

If the sign is internally illuminated, it will need to be listed & installed per the National Electrical Code.

Where do I get the Application?

Brigham City Corporation has the information you will need to obtain a permit. It can be obtained in the Brigham City Offices, second floor in the public works office.

Are there additional requirements for downtown businesses?

Yes. These signs must also comply with RDA#1 Design Guidelines. Please

schedule with city staff for exact area and requirements.

How much is the cost?

The cost of a sign permit is **\$50.00** per hour, inspection time. Minimum 1/2 hr.

What is required?

Illustration of the sign including the following:

1. Dimensions
2. Type
3. Script
4. Colors
5. Dimensions of the building frontage.
6. Dimensions of the lot frontage.
7. A Site Plan showing the location of the sign.

A Valuation cost of the Sign to include the following:

1. Materials of the sign.
2. Cost of installation.

The permit will be reviewed and approved by the Community Development Department, after which sign installation may begin. Please call for inspections 24 hrs in advance.