



HOME OCCUPATION BUSINESS LICENSE APPLICATION

DEVELOPMENT SERVICES • 56 North State Street • Orem, UT 84057 • Ph. (801) 229-7058

OFFICE USE ONLY Business License#: _____ SLU Code#: _____

www.orem.org

BUSINESS INFORMATION

Business Name.....: _____

Location Address.....: _____

City, State, Zip: _____

Business Phone.....: (____) _____

Mailing Address Line 1...: _____

Address Line 2...: _____

City, State, Zip...: _____

E-mail Address.....: _____

Website Address.....: _____

Would you like a hyperlink to this site from www.orem.org? Yes No
Would you like to receive business continuity information or resources from the city of Orem? Yes No

Type of Business.....: Will people be coming to your home to transact business? Yes No

Will you have one (1) employee come to your home? Yes No

Nature of Business.....: Manufacturing Retail Day Care/Preschool –Number of children____
 Wholesale Services Other _____

Briefly Describe Your Business....: _____

Does your business sell products? Yes No **If yes, what is your state sales tax number?** _____

Does your business have a process discharge to the sewer system?
 Yes No If your business/industry utilizes any water, not including sanitary (restroom waste), for any purpose and is discharged to Orem City’s sewer system, it is considered process flow.

Will your business produce, store, or use significant quantities of any toxic, explosive, or dangerous chemicals, liquids, or materials? Yes No

HOME OCCUPATION BUSINESS LICENSE REQUIREMENTS

Section 22-14-15

1. A business license has been issued for the home occupation pursuant to Chapter 12 and the permitted pays an annual business license fee in an amount established by resolution of the City Council.
2. The home occupation is clearly incidental to and secondary to the residential use of the dwelling unit and does not occupy more than one thousand (1,000) square feet or forty percent (40%) of the total floor area of such dwelling unit, whichever is less. Enclosed garage and accessory building may be used in conjunction with the home occupation, the square footage of which shall count toward the maximum allowed for the home occupation.
3. The home occupation is carried on solely by one or more of the members of the immediate family who reside in the dwelling unit. However, where the home occupation business will generate little or no vehicular traffic beyond what that particular residence generates without the home occupation, and where customers will not travel to the home to receive or pay for products or services, the City shall allow a maximum of one (1) employee who does not reside at the home provided that one (1) off-street parking stall measuring at least 8' x 18' is located on the lot. The driveway shall not be used for the required parking stall unless the dwelling has an attached three (3) car garage.
4. The home occupation does not have any external evidence of the home occupation nor any exterior displays, displays or goods, nor advertising sign visible from outside of the dwelling unit. No activity related to the home occupation shall be conducted outside the dwelling unit and the storage of materials or products outside the dwelling unit is prohibited.
5. The home occupation or combination of all home occupations in a residential dwelling shall not generate more than two vehicular round trips related to the home occupation(s) during any single hour no shall they generate any traffic between the hours of 6:00 p.m. and 7:30 a.m.
6. All residents, visitors and employees who arrive at the home because of the home occupation shall be legally parked on the lot occupied by the resident or on that part of the street which immediately abuts the lot.
7. A home occupation may be allowed in a residential structure with an accessory apartment (whether in the main dwelling, accessory apartment, or both) only if the home occupation does not have (1) customers who come to the home, (2) deliveries to the home, or (3) an employee who lives outside the home. The existence of any of the above three factors after issuance of a home occupation permit shall be ground for revocation of the permit.
8. No vehicle weighing in excess of twenty thousand (20,000) pounds, gross weight, may travel to the residence for purposes of servicing the home occupation.
9. The home occupation must not emit noise, odor, fumes, vibration, smoke, electrical interference or other interference with the residential use of adjacent properties. The storage or use of flammable, explosive or other dangerous materials in connection with a home occupation is prohibited.
10. The home occupation must comply with all City building and fire codes.
11. Home day Care Services are exempt from the requirement of the Section and are governed by Section 22-6-9.
12. Any repair business listed in Appendix "A" of the Orem City Code with a Standard Land Use Code of 64XX shall not be permitted as part of the home occupation.

I, the undersigned, understand and agree to comply with all regulations of Chapter 12 of the Orem City Code, Licenses and Business Regulations. If my business is a Home Occupation, I also agree to comply with Orem City Code Section 22-14-15-E. I understand that I shall not begin nor cause to begin business at this location without first obtaining a business license, which includes passing fire, building, and/or wastewater inspection, if required. All Temporary, Transient, Fireworks Stands, and Christmas Tree Lots are required to pass inspection to have the cash bond refunded. If I have an alarm system, I will comply with all alarm provisions of the City ordinance and applicable state laws. **Business License fees are non-refundable.**

Owner's Signature _____ Date _____

Please Print Your Name _____

It shall be unlawful for any person to engage in business within the City without first obtaining a license for doing so, and it shall be unlawful to continue in business without maintaining a valid license. (The City of Orem Municipal Code Section 12-2-1)

It takes approximately **two weeks** for your license to be issued assuming your place of business passes any required inspections, the application was properly completed, and the business does not require a conditional use permit.