

## **BUSINESS LICENSE Information & Application Instructions**

**\*Please read through this packet before beginning the application process; applications that are incomplete will not be accepted.**

### **1. Register your business with the State:**

- Division of Corporations and Commercial Code 1-877-526-3994 or One-Stop Online Business Registration:  
[www.business.utah.gov/registration](http://www.business.utah.gov/registration)

### **2. If applicable, a State Sales & Use Tax Number must be obtained:**

- State Tax Commission 1-800-662-4335 or with online business registration: [www.business.utah.gov/registration](http://www.business.utah.gov/registration)

### **3. If applicable, Federal ID # must be obtained:**

- <http://www.irs.gov>

### **4. Contact the City Office to set up a Fire Inspection**

### **5. Submit the Following:**

- Completed Application
- License Fee & Fire Inspection Fee\* (See Fee Schedule)
- Verification of the following (if applicable):
  - Business Name Registration
  - State Sales Tax Number
  - State License Number/Business Entity Number
  - Department of Professional Licensing Certificate
  - Davis County Health Department Inspection
- Davis County Assessor New Business Information Form (City will send to County)
- Fire Inspection Certificate

Licenses issued shall be valid for a period of one calendar year (unless temporary). Those new licenses which are approved after the calendar year begins are only valid through the remaining months of the calendar year except new licenses issued after November 1 shall be valid through December 31 of the following year (Ordinance 3.01.040).

\*Cash, Check, or Money Order Only

## **Information for Home Occupations Only**

**HOME OCCUPATION CONDITIONS : Each and every one of the following home occupation conditions must be observed at all times by the holder of a home occupation permit (Ordinance 10.11.110) :**

- A. Only family members related by blood, marriage, or adoption, who are bona fide residents of the dwelling unit shall be employed on said premises. However, during the calendar year, one part-time employee may work in connection with the home occupation, if approved by the Planning Commission.
- B. The home occupation will be clearly incidental and secondary to the residential use of the property and will not physically change the dwelling to the extent that it would alter the residential character of the dwelling or the residential atmosphere of the of the neighborhood in which it is located. Furthermore, it shall not unreasonably disturb the neighborhood by reason of color, design, material, construction, odors, lighting, sounds, noise or vibrations.
- C. The home occupation shall be conducted principally within the primary structure on the premises. After careful review for fire and safety concerns, home occupations may be conducted within garages and accessory structures which are typically associated with residential uses. The home occupation in all cases shall not exceed 15% of the total livable floor area of the primary structure subject to an exception approved by the Planning Commission for cause.
- D. Inventory and supplies for the home occupation shall not occupy more than 50% of the permitted home occupation area.
- E. Class 2 signs shall be permitted advertising home occupations (specifications attached). They must comply with all regulations of Title 10, Chapter 9.
- F. Maintenance and service vehicles related to home occupations may be kept or parked in the open provided that the number does not exceed one motorized vehicle and one trailer or other non-motorized vehicle, and provided the total sign area for the home occupation, including any sign are on the vehicle, does not exceed the area allowed by Title 10, Chapter 9. Vehicles which do not meet those requirements must be kept in a garage or screened outdoor area.
- G. The home occupation shall generate no greater vehicular traffic than that commonly associated with the neighborhood in which it is located (i.e., heavy trucks, delivery or service vehicles, etc.) The home occupation shall not occupy the area in the garage required for two parking spaces.
- H. All vehicles of customers or residents must be parked in authorized portions of the lot upon which the home occupation is located.

- I. There shall be complete conformity with fire, building, plumbing, electrical and health codes and to all state and county ordinances.
- J. The home occupation shall not create a hazard by using flammable, explosives or other dangerous materials or by keeping, raising, or storing animals which are capable of inflicting harm or discomfort or endangering the health and safety of any person or property.
- K. The home occupation shall not create a demand for municipal or utility services or community facilities in excess of those usually and customarily provided for residential uses.
- L. The home occupation shall not involve the installation in the dwelling of special plumbing or electrical equipment which cannot be used with the electrical or plumbing service customarily used in a dwelling.
- M. Any special conditions recommended by the building inspector and/or the fire chief and made of record in the Home Occupation Permit shall be met.

**CLASS 2 SIGN SPECIFICATIONS**  
(Ordinance 10.09.050 B.)

- 1. Sign type: Business.
- 2. Structural Type: Flat, ground or pole.
- 3. Lighted Type: Direct or indirect lighted.
- 4. Maximum Number and Size: One sign not to exceed three (3) square feet for home occupations.
- 5. Maximum Height: Ten feet (10').
- 6. Special Limitation: No animated signs.
- 7. Location: Anywhere on the property

**For Office Use Only**

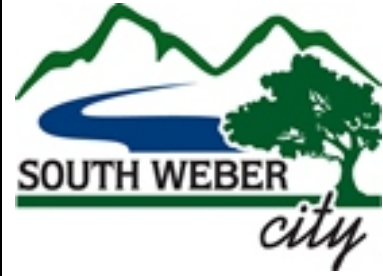
Application/License #: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

License Fee: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_

Fire Inspection Fee: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_

Initial Fire Inspection: \_\_\_\_\_ Next:  Annually  Every 3 years



**BUSINESS LICENSE APPLICATION**

- Type of Business: (Check One)
- Home Occupation with Onsite Patrons/Employees
  - Home Occupation without Onsite Patrons/Employees
  - Construction
  - Group Home
  - Commercial
  - Mobile
  - Temporary From: \_\_\_\_\_ To: \_\_\_\_\_  
(Not to exceed 90 days)
  - Occupation Not Expressly Identified

Alcoholic Beverage License Type: \_\_\_\_\_

**Applicant**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Best Way/Preferred Method of Contact:**

\_\_\_ Email \_\_\_ Phone \_\_\_ Fax \_\_\_ Mail

**Business**

Name: \_\_\_\_\_  
 Brief Description: \_\_\_\_\_  
 \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_  
 State License #: \_\_\_\_\_  
 Entity #: \_\_\_\_\_  
 State Sales & Use Tax #: \_\_\_\_\_  
 Federal ID#: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Parcel #: \_\_\_\_\_ Zone: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_  
Name Phone

**Home Occupations Only:**

Does this business require a Conditional Use Permit?  Yes  No If yes, date of approval: \_\_\_\_\_

Square Footage of Business: \_\_\_\_\_ Total Square Footage of Residence (if applicable): \_\_\_\_\_  
home occupation cannot exceed 15% of residence, storage cannot exceed 50% of business

Will this business include a part-time employee (other than applicant)?  Yes  No

- If yes, is the employee a bona fide resident of the dwelling?  Yes  No
  - If no, Planning Commission approval required

➤ Number of hours part-time employee will work: \_\_\_\_\_

Will a sign be used to advertise business?  Yes  No  
(If yes, attach sketch showing design, size, and location of sign, see Ordinance 10-9-4B)

To be completed and signed by Applicant

**APPLICANT AFFIDAVIT**

State of Utah )  
County of \_\_\_\_\_ )

I (We) \_\_\_\_\_, being duly sworn, depose and say I (we) am (are) the sole owner(s)/  
Property Owner(s) or Agent  
agent of the owner(s), of the property involved in this application, to wit, \_\_\_\_\_,  
Property Address

South Weber, Utah, and that the statements and answers contained herein, in the attached plans, and other exhibits, thoroughly and to the best of my ability, present the argument in behalf of the application. Also, all statements and information are in all respects true and correct, to the best of my knowledge and belief; and in consideration of obtaining this permit, I have read and agree to all conditions set forth in Title 3, Business & License Regulations, of the South Weber City Code.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signed: \_\_\_\_\_  
Applicant (Property Owner or Agent) Applicant (Property Owner or Agent)

Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public: \_\_\_\_\_

To be completed and signed by Property Owner if not Applicant

**AGENT AUTHORIZATION**

State of Utah )  
County of \_\_\_\_\_ )

I (We) \_\_\_\_\_, the sole owner(s) of the real property located at  
Property Owner(s)  
\_\_\_\_\_, South Weber City, Utah, do hereby appoint \_\_\_\_\_,  
Property Address

as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and to appear on my (our) behalf before any city boards considering this application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signed: \_\_\_\_\_  
Property Owner Property Owner

Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public: \_\_\_\_\_

**NOTE:** If a secondary agent authorization is needed, such as an apartment manager, two agent authorizations will be required. You may copy this page for this purpose, or obtain another form at the City office.

## **What Does the Fire Inspection Require?**

- Fire Extinguishers
- Smoke Alarms
- Carbon Monoxide Detector – Rentals must have them on every living level
- Electrical Work
  - Plate Covers
  - Breaker/Fuse Box Visible & Contains No Empty Slots
  - No plugs overloaded
- House Numbers On House Facing the Street Address (4” Or Larger)
- 3’ Clearance around all mechanical equipment
- Access to all entrances/exits including windows
- Exterior Utilities (Gas/Electrical) Free From Obstructions – No bushes covering

**Please call South Weber City Offices at 801-479-3177 to schedule an inspection.**

**If the Fire Inspection Does NOT pass, then you are allowed one re-inspection without charge. If items are related to building issues, then you must contact the Building Official, Mark Larsen 801.479.3177 within 14 days of the inspection with an action-plan for resolving the situation. All items on a failed inspection must be completed within 30 days.**

***Davis County Utah Assessor's Office***  
***Personal Property Division***  
**INFORMATION ABOUT PERSONAL PROPERTY TAXES**

61 South Main Street, Room 302

P.O. Box 618

Farmington, UT 84025-0618

All owners of taxable personal property are required to complete and file a statement of personal property, listing all taxable personal property owned, possessed, or controlled as of January 1<sup>st</sup>. The tax dollars collected are apportioned to each of the taxing authorities within the taxing district where the property is located. Personal property taxes are used to pay for local governmental services such as schools, police, and fire protection.

Personal Property Taxes are assessed and collected by the County Assessor in each county in Utah. Taxable personal property is defined as tangible property not included within the meaning of the terms "real estate" and "improvements". Intangible property, such as stocks, bonds, franchises, etc. are not subject to ad valorem taxation. Utah has also exempted certain other types of property such as inventory, farm machinery, livestock, and household furnishings used *exclusively* by the owner at the owner's place of residence. Household furnishings used in the operation of a business are taxable.

The Utah State Tax Commission prepares and distributes "Percent Good Tables" to the County Assessors each year, which reflect the approximate fair market value of the various categories of taxable personal property. The schedules are derived from an analysis of market data, IRS class life, and Marshal Swift personal property cost indexes.

The personal property statement is designed to be "self-assessing". The taxpayer lists all of his taxable personal property by category, year of acquisition, and cost. Using the tables provided, the taxable value is determined and the actual tax amount calculated. The taxpayer returns the completed statement by May 15<sup>th</sup> to avoid a penalty for failure to respond.

Payment of tax is required at the time of filing unless the value calculated meets Utah Code 59-2-1115 current year's stated exemption level. A signature requesting the exemption must be present on the filing by May 15<sup>th</sup>. The Personal Property filing statement has an enclosed section containing the qualifications for applying for the exemption from personal property tax payment for that filing year.

The Personal Property Division will review the statement and inform the taxpayer of any errors. In succeeding years, the statement supplied to the taxpayer will list all property previously reported and allow the appropriate depreciation allowance. The taxpayer need only list acquisition and/or disposal of equipment during the past calendar year.

The Assessor's Office has the statutory obligation to assess and collect taxes on personal property. The statutes also provide for compliance with the law through random audits, assessment of penalties and interest, and collection of taxes on property escaping assessment as far back as five years. In instances where the taxpayer neglects to file the statement, the Assessor must estimate the personal property value. In extreme cases, the Assessor has the authority to seize and sell any personal property of the owner to pay the tax due.

The Personal Property Division has trained staff available to assist any taxpayer who needs help in completing the statement. Telephone inquiries are welcome at **(801) 451-3249**.

*Please complete the reverse side and return to the above  
address or fax to 801-451-3134.*

*ASSESSOR'S USE ONLY*

DIST \_\_\_\_\_ ACCOUNT # \_\_\_\_\_ PARCEL \_\_\_\_\_ AREA \_\_\_\_\_

DAVIS COUNTY ASSESSOR  
NEW BUSINESS INFORMATION RECORD  
PHONE (801)451-3249 FAX (801)451-3134

BUSINESS NAME: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BUSINESS LOCATION: \_\_\_\_\_

BUSINESS LICENSE #: \_\_\_\_\_ NATURE OF BUSINESS: \_\_\_\_\_

FEDERAL TAX ID # (NO SOCIAL SECURITY #): \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ DATE OPENED: \_\_\_\_\_

TYPE OF BUSINESS (CHECK ONE):

\_\_\_\_\_ SOLE PROP. \_\_\_\_\_ PARTNERSHIP \_\_\_\_\_ CORPORATION \_\_\_\_\_ L.L.C

STATE THE VALUE OF PERSONAL PROPERTY USED IN YOUR BUSINESS: \$ \_\_\_\_\_  
(DO NOT INCLUDE INVENTORY FOR SALE)

OWNER OR REGISTERED AGENT: \_\_\_\_\_

OWNER/AGENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

STAMP

PLEASE RETURN THIS FORM WITHIN TEN DAYS TO:  
DAVIS COUNTY ASSESSOR  
PERSONAL PROPERTY DIVISION  
P.O. BOX 618  
FARMINGTON, UT 84025-0618