



License # _____

Home Business Compliance Review Checklist

“Home Business is “any business activity, other than those listed below, which is conducted entirely within a dwelling or attached garage and is clearly incidental, secondary and in addition to the use of the structure for dwelling purposes.”

The following uses are not allowed as a Home Business:

- Any use involving the storage or sale of flammable, explosive, or hazardous materials.
- Mortuaries or crematoriums • Short-term Rentals (a different application is required))• Lawn mower or small engine repair
- Auto body and/or fender work • Towing operations • Vehicle sales or rentals
- Welding, iron works, foundries • Junkyards • Motor vehicle, trailer, or boat repair
- Major appliance repair (washers, dryers, refrigerators, etc.)
- Any use involving the raising, breeding, training, housing, keeping or care of animals.
- Home Daycare (a different application is required)) • Home Preschool (a different application is required)

Other uses as listed in the ordinance (such as the keeping of horses or animals for food production) are subject to a separate review and approval process.

The following activities are exempted from regulation under this chapter:

- Garage or yard sales provided the sale is held for not more than 3 consecutive days, and no more than two times per year at the same location, and no consignment goods are offered for sale.
- Temporary social gathering sales that do not exceed one day, such as candle parties, book parties, etc. not to exceed 4 occurrences per year.

The following standards shall apply to home businesses:

- A. The primary use of the dwelling must be residential.
- B. The person operating the business must reside in the dwelling on a full-time basis (at least nine months per year).
- C. For lots which front on a right of way less than eighty feet wide, only the business operator and his/her immediate family members who reside in the home shall be employed or do any work, whether compensated or not, in conjunction with the business. For lots which front on a right of way of eighty feet or greater, one additional non-resident employee is allowed.
- D. Customers shall be allowed at the residence only if scheduled on an appointment basis, and are only allowed between the hours of seven a.m. and ten p.m. Group lessons or sessions shall not exceed six people at a time.
- E. No exterior remodeling shall take place that would change the residential appearance of the home.
- F. Interior structural alterations made to the home are allowed only if they are consistent with its primary use as a dwelling.
- G. All business activities must take place within the dwelling and/or attached garage and shall not occupy more than twenty-five percent or more than five hundred square feet (whichever is less) of the floor area of the home.
- H. The storage or display of supplies, inventory, equipment or materials in any portion of the yard or within a detached accessory building is prohibited.
- I. Only those tools, equipment, or electric apparatus that are commonly used as accessories to or in conjunction with residential uses are allowed to be used as part of the home business.
- J. Home businesses must be conducted in such a manner as not to emit or create excessive odors, smoke, dust, heat, fumes, light, glare, sounds, noises, vibrations or interference with radio and/or television reception.
- K. In addition to the parking spaces required for the residents of the dwelling, parking for customers and for an employee, if allowed under subsection (D) above, must be provided in the driveway or garage.
- L. Only a three square foot, non-illuminated nameplate sign is allowed. The nameplate sign must be attached to a wall or window of the dwelling.
- M. No vehicle larger than a passenger car or van or one ton pickup truck is allowed to be brought to, parked on, or stored on the property in conjunction with a home business.
- N. If the applicant for a home business is not the property owner, the applicant must obtain written authorization of the property owner or manager to apply.
- O. The property address (house number) must be clearly posted on the home using letters at least four inches in height in a contrasting color to the building.
- P. The condition of the dwelling and landscaped areas shall be well maintained. (Ord. 1535 § 3 (part), 2004)Violations of the standards set forth in the Ordinance may result in revocation of your business license as well civil penalties as allowed in the code.

Applicants Signature

Date



HOME BUSINESS "SELF" INSPECTION FORM

Business Name: _____ Date: _____

Business Address: _____

Business Owner: _____ Phone: _____

Type of Business: _____

For questions, please contact the Prevention Division at 801-743-7230

| <u>AREA OF INSPECTION</u> | <u>ITEMS TO INSPECT</u> | <u>COMPLIANCE</u> | |
|-------------------------------|--|--------------------------|--------------------------|
| | | YES | NO |
| 1. <u>Address</u> | Address numbers shall be a minimum of 4" in height and visible from street (free from bushes, shrubs, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. <u>Exits/ Hallways</u> | All exit doors shall remain clear and free of obstructions; (Boxes, storage, deliveries, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. <u>Fire Extinguisher</u> | A commercial "2A10BC" rated, "serviceable" type fire extinguisher is required to be mounted in common area of home/business. The extinguisher requires an annual certification inspection to be performed by a qualified service technician. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. <u>Hazardous Materials</u> | Are you using or storing flammable liquids, combustible liquids or any other hazardous materials as part of the home business? (If YES, contact the Area Fire Marshal to see if a fire department inspection is required) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. <u>Electrical</u> | Extension cords shall not be used as permanent wiring. Any open slots in the breaker panel shall have an approved "blank" placed in the open slot. All light switches, outlets and exposed junction boxes shall have approved covers. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. <u>Smoke/CO Detectors</u> | Smoke detectors are required on every level of the home. Detectors shall be tested monthly and batteries replaced as needed. All homes should have at least one carbon monoxide detector. | <input type="checkbox"/> | <input type="checkbox"/> |

I hereby certify that the information is true and correct to the best of my knowledge.

Business/Home Owner Signature

Date