

HOME OCCUPATION PERMIT

Pleasant Grove City
Community Development Department

APPLICATION: Date Received: _____ Zone: _____

[Fees and requirements are determined by the Community Development Department and may be subject to change]

- MINOR HOME OCCUPATION** (*one time \$50.00 fee*, plus business license cost of \$50.00 per year – Minor Home Occupations that do not have offsite impact that materially exceeds the offsite impact of the residence alone will not be charged a fee.)
 - FAMILY DAY CARE SERVICES** - not more than eight (8) children
- MAJOR HOME OCCUPATION** (*\$150.00 fee* for Planning Commission to consider the conditional use permit request, plus business license cost of \$50.00 per year)
 - FAMILY GROUP DAY CARE** - at least eight (8) children, but less than thirteen (13)
[Nursery, Day Childcare Center, Preschool: care of six (6) or more children, under the age of six (6) years who are not related within the second degree to operator of said premises.]
- PLANS, IF REQUIRED** (3 copies, 8 ½ X 11 inches) [Major Home Occupation CUP]
- LIST, IF REQUIRED, OF NAMES, ADDRESS, AND PHONE NUMBERS OF PROPERTY OWNERS WITHIN 300 FEET OF A PROPOSED MAJOR HOME OCCUPATION LOCATION**
- COMPLETE APPLICATION WITH SIGNATURE AND DATE**
- RENTER / OCCUPANT SIGNATURE, LETTER, OR STATEMENT FROM PROPERTY OWNER.**
- FIRE INSPECTION:** *Applicants responsibility to complete and submit the Pleasant Grove Self Inspection Report with their business license application. Report must be signed in front of a notary public. Photos must also be taken and submitted along with this report. Photos consist of the work areas as well as the exterior of the building, including the address posted on the building. * Any questions call the Fire Department at 385-248-0070.

TYPE OR PRINT IN INK

Name of Applicant: _____ Home Phone: _____

Applicant's Site Address: _____ Work Phone: _____

Name of Property Owner: _____ Phone Number: _____

*Property Owner Signature and Date (authorizing permission): _____

Property Owner's Address: _____ Work Phone: _____

Details of Home Occupation Requested - Specify in **detail** the nature of business: _____

Offsite Impact: (reverse side) Residential Non-Impact: Yes / No

Present Use of Property: _____ Number of Employees: _____

Is Site Plan Review Required: _____ Date Submitted: _____

NOTE: A site plan will generally be required only for Major Home Occupations. If a site plan is required, it should be to scale (no greater than 1"=20 feet and no less than 1"=50 feet). The following information is to be shown on an attached site plan submittal:

- | | |
|---|--|
| <input type="checkbox"/> dimensions of the property | <input type="checkbox"/> property lines |
| <input type="checkbox"/> location of all proposed and existing structures | <input type="checkbox"/> location of existing and proposed utilities |
| <input type="checkbox"/> square footage of existing and proposed structures | <input type="checkbox"/> exterior facade of buildings |
| <input type="checkbox"/> present use of buildings | <input type="checkbox"/> parking space dimensions |
| <input type="checkbox"/> parking backup area | <input type="checkbox"/> dimensions of driveway areas |
| <input type="checkbox"/> existing and proposed ingress/egress | <input type="checkbox"/> street names and locations |
| <input type="checkbox"/> existing and proposed landscaping | <input type="checkbox"/> location of trash container (if applicable) |
| <input type="checkbox"/> irrigation ditches/canals | <input type="checkbox"/> walls or fences existing and proposed |
| <input type="checkbox"/> location of existing and proposed signs | <input type="checkbox"/> attach additional information as needed |

(OVER)

CONDITIONS OF APPROVAL FOR A HOME OCCUPATION PERMIT REQUEST:

1. I am either the owner of the home or the designated and authorized agent of the owner. **(All renters or applicable occupants are required to provide signature, letter or statement from the property owner authorizing permission to do business at this location.)**
2. I understand that the Pleasant Grove Community Development Department must first approve any home occupation; or any request to change the nature, scope, ownership, or location of any approved home occupation.
3. I agree to obtain and maintain a current City business license prior to conducting any business.
4. I agree to completely conform with Section 10, Chapter 21, Home Occupations, Pleasant Grove City Municipal Code; as well as to all fire, building, plumbing, electrical, and county health codes; and to all state, county, and city laws and ordinances.
5. A maximum of one vehicle (maximum one-ton gross vehicle weight) will be used in obvious association with this home business. Such vehicle will be garaged or stored entirely within a building or structure.
6. The home occupation shall be conducted wholly within the structure, not to exceed 25% of the total floor area of the structure. The home occupation shall not occupy any area within the garage, unless the garage still functions for parking, and as long as two parking spaces for residential use are still available.
7. The home occupation will not negatively impact other properties or property owners. No more than the authorized number of customers will be permitted per hour. Promotional meetings for the purpose of selling merchandise, taking orders or training are not to be held more than once per month.
8. Persons who are not bona fide residents of the premises shall not be employed on said premises.
9. No display of any kind will be visible from the exterior of the premises. No sign or advertising shall be displayed on the premises (except name plates up to two square feet in area on the front face of the residence).
10. The home occupation will not unreasonably disturb the peace and quiet of the neighborhood or alter the residential character of the premises, including with odors, sounds, noises, or vibrations. The use will be conducted so that neighbors, under normal conditions, will not be aware of its existence.
11. There will be no receipt or delivery of merchandise, goods, or equipment for this home occupation by other than a passenger motor vehicle or by parcel or letter carrier mail service using vehicles typically employed in residential deliveries. No deliveries by semi-tractor/trailer truck are permitted.
12. The home occupation may include the sale of commodities. However, the intent is to be limited to items produced on the premises, or items incidental to services provided. It will not generate more than two vehicular round trips related to the home business activities during any single hour, including deliveries and shipping.
13. Internet and mail-order-based sales home occupations are allowed as a home office only. The in-person monetary transaction and/or exchange of merchandise is not allowed in the home, on the premises, or in any portion of a residential zone.
14. Garage, basement, yard or other similar sales are not to be allowed more than a total of five days in any calendar year (10-16-2B). Such sales do not constitute a home occupation.
15. **My signature below indicates my agreement to comply with all City conditions and requirements, per Section 10, Chapter 21, of the Municipal Code.** I understand that my home occupation permit would be valid for the calendar year only, but that it may be renewed annually if I maintain a current business license, and provided there have been no reported violations, complaints, or detrimental characteristics which would require reconsideration. I understand home occupations are a temporary privilege which may be revoked by Pleasant Grove City if there is not full compliance with these conditions.
16. I declare that this application, with its statements, answers, and attached documentation are true and correct.

SIGNATURE OF BUSINESS OWNER OR AGENT

DATE

HOME OCCUPATION PERMIT:

APPROVED DATE: _____

APPROVED BY: _____ TITLE: _____