

Application Fee: \$150
Per Employee: \$6

AMOUNT: _____
TYPE: _____ DATE: _____



Home Millcreek Business License Application

3330 S. 1300 E. Millcreek, UT 84106 Phone: 801-214-2700
For more information please visit www.millcreek.us

BLUE BOXES ARE FOR OFFICE USE ONLY

Date: _____ Business License #: _____
Community Council: _____ Zone: _____

Type of Business: NEW HOME BUSINESS ADDRESS CHANGE

Business Name: _____ Phone: _____
Business Location: _____ City: Millcreek State: UT Zip: _____
Business Web Address: _____ Business Email: _____

Number of Employees: _____ Type of Business: _____
Briefly Describe Your Business Activities At The Location:

YOU MUST SUBMIT THE FOLLOWING ITEMS WITH YOUR APPLICATION:

You must provide documents for all fields marked "Yes" below.

- | Yes | No | |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Verification that your Business Name has been registered with the Utah Department of Commerce
<i>(This document is always required unless the Business Name is your exact legal name.)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Sales Tax Number (STC) <i>(When the business sells a product)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Employer Identification Number (EIN)
<i>(When there are employees, not including the owner or for a Corporation, Partnership or Limited Liability)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Property Owner / Manager Authorization
<i>(This form must be completed in addition to the business license application for individuals leasing a commercial or residential space. This form MUST be completed by either the owner of the property, a property management group designated by the owner, or the registered agent of the company. This form must be signed in the presence of a notary by the authorized agent, and the date the document is signed must correspond with the date the document is notarized. This form will NOT be accepted if it is signed by an authorized agent prior to the date the document is notarized.)</i> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Site Plan
<i>(This must include a to-scale building footprint, marking where the business will be conducted with dimensions or square footage, travel ways & on-site parking stalls designated for your business marked.)</i> |

*** Please note you must attach a copy of any professional licensing related to the business's operations ***

Business Fee Exemption Request

Are you seeking exemption from Business License fees under Utah Code 17-53-216(4)(b) or 10-1-203(7)(b)? Yes No
If yes, please explain how you meet the exemption requirements:

OWNER INFORMATION

OWNERSHIP TYPE:

Sole Proprietorship Corporation Partnership* Limited Liability* (Red requires EIN)

OWNERS NAME:

First: _____ Last: _____ Initial: _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

CORPORATION INFORMATION

Corporate Name: _____

CORPORATION OFFICERS/PARTNERS/MEMBERS:

(1) _____ (2) _____

(3) _____ (4) _____

Corporate Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

LOCAL CONTACT/AGENT INFORMATION

Contact Name: _____ Position: Owner Manager Employee

Contact Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Applicant's Agreement: I the undersigned understand and agree to comply with all applicable codes and regulations of the Millcreek Code of Ordinances. I understand that I shall not begin, nor cause to begin, business at this location without first obtaining a business license, which includes passing zoning, fire, building, and / or wastewater or other inspections / reviews as required.

I would like my Business License Renewal Form sent to:

Owner's Mailing Address Business Address Corporate Address

Please Note: Your business license will expire one year from the date issued, and all licenses must be renewed annually. Any license renewed 30 days after the expiration date will be assessed a penalty fee.

As per Millcreek Code of Ordinance, Section 5.16.090

"... it is the responsibility of the licensee to renew the license and failure to receive a renewal statement does not excuse this responsibility..."

Applicant's Signature: _____

Planning/Zoning Approval & Comments _____

Signature: _____ Date: _____

Sale Tax Number (STC):

Federal Tax ID# (EIN):

Number of Employees:



For more information please visit www.millcreek.us

Property Owner/Manager Authorization

Date: _____	Business License #: _____
Community Council: _____	APN #: _____
Zone: _____	Application Accepted by: _____

PROPERTY INFORMATION

Property Address: _____

Requested Use: _____

I (we), _____, hereby state and affirm that I am (we are) the owner(s) of the property described above and pursuant to a concession agreement to be entered into, I (we) will authorize _____ to operate the business described on this form at the property listed above. Pursuant to the concession agreement, I (we) will further allocate this business to use _____ number of the available parking stalls. The total number of parking stalls available on the site is _____.

Dated this _____ day of _____, _____.

Property Owner(s) Signature _____

State of Utah)
)
 :ss.
 County of Salt Lake)

On the _____ day of _____, _____, personally appeared before me _____ the signer(s) of the above instrument who duly acknowledged to me they executed same.

Notary Public: _____

My Commission Expires: _____ Residing In: _____



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Home Business Compliance Review Checklist

Date _____ Business License # _____
Community Council _____ Zone _____

Property Address: _____

Requested Use: _____

Applicant: _____

The zoning ordinance for Millcreek allows you to use a portion of your home for a home business. You are required to establish and operate your home business in a manner which will not compromise your use of the home as your own and/or your family's primary residence nor adversely affect the residential character of the neighborhood in which your home is situated. The following questions are intended to aid in determining compliance with the standards set forth in Chapter 19.85 of the Millcreek Zoning Ordinance.

Note: Each Family member who participates in the home business is considered an employee for business license purposes.

— Excluding yourself, how many family member employees will there be? _____

- Yes No 1. Is your proposed home business of a type and size of operation that will allow you and your family, as well as other property owners in your neighborhood, to continue to feel that your home is primarily a residence and the home business is secondary to that use?
- Yes No 2. The ordinance requires that in order to establish a home business, you must reside in the dwelling on a permanent year-round basis. Is the dwelling at which you will be conducting this home business your primary residence?
- 3. Do you intend to have non-resident employee?
- Yes No 4. If yes, is the street you live on 80 feet or wider?
If your home is located on a street which is wider than 80 feet, then, in addition to yourself and members of your immediate family who also reside on a permanent year-round basis at your home, you may have one non-resident employee which works at the residence.
- Yes No 5. Your business must be conducted on an "appointment only" basis between the hours of 7:00 a.m. and 10:00 p.m. Will all services and sales activities associated with your home business be by appointment only and not designed to attract "off-the-street" customer traffic?

- Yes No 6. Changes to the outside of your home which would alter its residential appearance are not allowed. Do you plan on doing any remodeling to your home that would change its outward residential appearance?
- Yes No 7. Interior structural change (for example moving or adding a wall) to accommodate the use of your home for a home business is not allowed. Do you anticipate the need for or plan on making any major interior alterations to your home?
- Yes No 8. All activities and materials associated with your home business must be kept completely inside the home and/or attached garage. No more than 25% of the total floor area of your home, or five hundred square feet (500 sq. ft.), whichever is less, may be used for the home business. Will your home business exceed these physical space limitations?
- Yes No 9. The outside storage or display of any supplies, inventory or equipment in any portion of your yard or within a detached garage or other accessory building on your property is not allowed. Will your home business ever require outside storage or display?
- Yes No 10. Will your home business require any mechanical or electrical apparatus, equipment or tool which will exceed 110 volts other than those commonly associated with residential uses?
- Yes No 11. Home businesses must be conducted in a manner which will not generate or produce any odors, smoke, dust, heat, fumes, light, glare, sounds, noises, vibrations or other nuisances, including interferences with radio and television reception, or any other adverse affects that may be discernible beyond your property boundaries or that may unreasonably disturb the peace and quiet of the neighborhood in which your property is located. Is there anything about your proposed home business that is likely to create any such problems?
- Yes No 12. In addition to the 2 parking spaces required for every residence, parking must be provided on your property (either in your driveway or in your garage, but not on your lawn, landscaped areas, or on the street) for the vehicles of customers, clients or business-related visitors to your home business. Each parking space must be no less than 9 feet wide by 18 feet long in size. Does your property now have adequate parking area not only for vehicles owned and operated by the residents of your home but also for all business-related vehicles, including for any employee who may be allowed?
- Yes No 13. You are allowed a single nameplate sign no larger than three square feet in size to advertise your home business. The sign must be attached directly onto your house. Do you agree to restrict your on-site advertising to the single sign described above?
- Yes No 14. Vehicles related to the home business which are larger than a passenger car or van or a one-ton pickup may not be brought to, parked on or stored at your residence. Do you agree that vehicles larger than those described above will not be brought to, parked on or stored at your residence?

Note: Violations of the standards set forth in chapter 19.85 of the Millcreek Zoning Ordinance may result in revocation of your business license as well as civil penalties as allowed under section 19.94.070.

Signature of Applicant _____ Date _____