



## Home Occupations

- Please contact the Planning & Zoning Department to obtain information on the required Home Occupation Conditional Use Permit if required.
- Register your business name with the State of Utah using their one-stop registration website: [www.corporations.ut.gov](http://www.corporations.ut.gov).
  - a. If you wish to operate your business license as a **“sole proprietor” (using your name only)**, it will **not** be necessary for you to register your name with the State.
- If you are a corporation, you will need to have the Articles of Incorporation stamped by the State at their offices: 160 East 300 South, Salt Lake City, UT.
- Obtain a copy of your Occupational License (if applicable) to include with your submission.
- Obtain a Sales Tax Number (if applicable). Submit copy of Sales Tax License.
- Complete the ‘Business License Application,’ listing all requested information.
- Complete both the ‘Home Occupation Business License Application Checklist’ and ‘Fire Department Self Inspection’ forms.
- Obtain a background check (if applicable). See included information.
- After completing the above items, submit the following to Draper City:
  - a. Completed Business License Application.
  - b. Completed Home Occupation Business License Application Checklist.
  - c. Completed Fire Department Self-Inspection Form.
  - d. Copy of name registration with the state (or stamped Articles of Incorporation).
  - e. Copy of Occupational License (if applicable).
  - f. Copy of Sales Tax License (for Retail Only).
  - g. Background Check (Provide Original).
  - h. Check payable to Draper City (Cash & Credit Cards are accepted as well).



## **Section 4: Business License Details (Additional Information)**

### **North American Identification Classification System (NAICS)**

#### **What is a NAICS Code?**

A NAICS (pronounced NAKES) Code is a classification within the North American Industry Classification System. The NAICS System was developed for use by Federal Statistical Agencies for the collection, analysis and publication of statistical data related to the US Economy.

It was adopted in 1997 to replace the Standard Industrial Classification (SIC) system in cooperation with the statistical agencies of Canada and Mexico. Their goal was to establish a North American standard. They developed the NAICS as the first economic classification system based on a single economic concept.

#### **How do I get a NAICS Code?**

NAICS is a Self-Assigned System; no one assigns you a NAICS Code. What this means is a company selects the code that best depicts their primary business activity and then uses it when asked for their code. If your Business Activities include more than one Unique Line of Business, you may want to use more than one NAICS Code. You can use our Site to [view the Available NAICS Codes](#), as well as use our Keyword search to guide you to the correct NAICS Codes. If you need assistance determining an appropriate NAICS code for your Business Entity, you can contact the Census Bureau at **1-888-756-2427** or **NAICS@census.gov**. The Census Bureau is the Authority in such matters.

#### **License Type List**

<u>Category Code</u>	<u>Category Name</u>
11	Agriculture, Forestry, Fishing and Hunting
21	Mining
22	Utilities
23	Construction
31-33	Manufacturing
42	Wholesale Trade
44-45	Retail Trade
48-49	Transportation and Warehousing
51	Information
52	Finance and Insurance
53	Real Estate Rental and Leasing
54	Professional, Scientific, and Technical Services
55	Management of Companies and Enterprises
56	Administrative and Support and Waste Management and Remediation Services
61	Educational Services
62	Health Care and Social Assistance
71	Arts, Entertainment, and Recreation
72	Accommodation and Food Services
81	Other Services
92	Public Administration



## Home Occupation Business License Application Checklist And Agreement of Terms

**Applicant's Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Total # of Employees (including applicant):** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Describe the business to be conducted:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Title 9, Land Use and Development Regulations of the Draper City Municipal Code, outlines provisions of a business to be operated from a home. *Home occupations meeting the following criteria, as provided in Chapter 9-34 Home Occupations, may operate as a permitted use, provided a business license is obtained as required by Title 6 Business Regulations, Chapter 6-11 Home Occupations. A homeowner wishing to operate a home occupation that does not meet these criteria may apply for a Conditional Use Permit, which requires a public meeting before the Planning Commission. If you would like more information about the Conditional Use Permit, you should contact staff in the Community Development Department, Upper Floor, Draper City Hall, phone (801) 576-6339. The following checklist summarizes the requirements of a permitted home occupation business.***

**Section 9-34-030 Permitted Use**

The following use is allowed as a permitted use in any agricultural or residential zone, subject to the development standards of Section 9-34-040.

- Office, general

**9-34-040 Development Standards-Permitted Use**

The development standards set forth in this section shall apply to any home occupation allowed as a permitted use.

YES      NO

- Is the home occupation owned and operated by a person who resides in the home in which the home occupation is located? The applicant shall be the primary provider of the labor, work, or service provided in the home occupation.
- I have applied for a business license for the home occupation and will continually maintain this license pursuant to Chapter 6-11 of the Draper City Municipal Code.
- I understand that members of the family who reside in the dwelling may be employed in the home occupation and that non-family or non-resident employees working at the residence shall not exceed one (1) person.
- Is there more than 250 sq. ft. of stock in trade, inventory or other merchandise to be stored on the premises?

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YES      NO

- Will you be storing merchandise or equipment outside?
- Is there any visible evidence from the exterior of the dwelling or building indicating that it is being used for any other purpose than that of a dwelling or accessory building to a dwelling?
- I understand that tools, items, equipment, or activities conducted within the dwelling which are offensive or noxious by reason of the emission of odor, smoke, gas vibration, magnetic interference or noise shall be prohibited.
- Is the home occupation clearly incidental and secondary to the primary use of the dwelling for residential purposes? I understand that the home occupation shall not disrupt the normal residential character of the neighborhood in which the residence is located. I also understand that not more than twenty-five percent (25%) of the dwelling unit shall be used for the home occupation.
- Do you have a sign permit for any signage you are going to have on the premises?
- I understand that the home occupation use shall not generate pedestrian, parking or vehicular traffic in excess of that customarily associated with the zone in which the use is located.
- Are you going to have customers coming to the home?
- Other than the business owner's personal transportation, are there any vehicles or equipment associated with the home occupation, which would not normally be found at a residence, on the property?
- I understand that yards surrounding the dwelling and accessory buildings shall not be used for any activities or storage of any materials associated with the home occupation.

*If you do not meet the home occupation criteria, you may apply for a Conditional Use permit.*

**NOTICE: FAILURE TO COMPLY WITH THE ABOVE CONDITIONS CAN RESULT IN SUSPENSION OR REVOCATION OF YOUR BUSINESS LICENSE AND IS A CLASS "B" MISDEMEANOR.**

**Applicant's signature indicates agreement to conduct the business in compliance with the above listed uses and development standards. Any operations exceeding or not in compliance with these requirements require Planning Commission approval of an application for Conditional Use Permit prior to the change.**

\_\_\_\_\_  
Signature (Applicant)

\_\_\_\_\_  
Signature (Co-Applicant)

\_\_\_\_\_  
Date