

MIDWAY CITY

Planning Office

75 North 100 West
Midway, Utah 84049

Phone: 435-654-3223 x 105
Fax: 435-654-2830
mhenke@midwaycityut.org

Application for a Home Occupation Business License Application Fee: \$65.00

Please answer all questions – enter N/A if an item is not applicable

Owner of Record: _____ Phone Number: _____

Applicant (if different than Owner): _____ Phone Number: _____

Business Name: _____

Business Address: _____

Business Phone Number: _____

Email Address: _____

Type of Business: (please include a short description of your business)

NOTICE

Please apply for a COTTAGE INDUSTRY business license if your business requires ANY of the following: employees other than family members residing at your home, clientele visiting your property or any advertising on premise.

FOR OFFICE USE ONLY

STAFF:

Date Received: _____

Received By: _____

Fee Paid: _____

Application Number: _____

Zone: _____

Tax ID Number: _____

PLANNER:

Complete / Incomplete

Date: _____ Reviewed by: _____

FOR STATE LICENSED APPLICANTS ONLY

UTAH STATE LICENSE NUMBER: _____

TYPE OF LICENSE: _____ EXPIRATION DATE: _____

NOTICE

Please apply for a COTTAGE INDUSTRY business license if your business requires ANY of the following: employees other than family members residing at your home, clientele visiting your property or any advertising on premise.

PLEASE COMPLETE THE FOLLOWING QUESTIONS:

- 1- Will the business be conducted entirely within the dwelling excluding any garage, carport or accessory building?
YES NO

If NO, explain _____

- 2- Will an area larger than an amount equal to 500 square feet or 25% of the total floor area of the home (whichever is less) be used for the business?
YES NO

If YES, explain _____

- 3- Is the business clearly incidental to and secondary to the use of the dwelling for dwelling purpose?
YES NO

- 4- Will the business involve the use of mechanical or electrical apparatus, equipment or tools?
YES NO

- 5- Will the access to the business be limited to the normal entrance (no special entrance is created specifically for the business?)
YES NO

In NO, explain _____

CONTINUING OBLIGATION OF THE APPLICANT:

All Home Occupation businesses shall be operated in compliance with the Midway City Zoning Ordinance and any conditions set forth. Upon approval of a Home Occupation business, a license shall be obtained from the City and the license may be revoked or refused upon failure of the owner and/or operator to maintain the Home Occupation business in accordance with the standards and requirements set forth at the time of approval. All licenses expire December 31st of each year, renewal fees should be paid by December 31; unpaid fees as of January 1 are subject to a 10% late fee per month. If fees are unpaid after March 1, businesses will be considered out of business and must reapply. It is also the responsibility of the licensee to notify the City Office if they move, change their mailing address or close their business.

I have read the attached zoning information and certify that I am in compliance with the ordinance in operating a Home Occupation business.

APPLICANT SIGNATURE: _____ DATE: _____

OWNER SIGNATURE: _____ DATE: _____

ALL APPLICABLE SIGNATURES MUST BE OBTAINED BEFORE A LICENSE IS ISSUED.

City Planner: _____ Date of Approval: _____

Conditions of Approval: _____

Building Inspector: _____ Date of Approval: _____

Conditions of Approval: _____

Fire Marshall: _____ Date of Approval: _____

Conditions of Approval: _____

Health Department: _____ Date of Approval: _____

Conditions of Approval: _____
