



Home-Based Occupation Business License Application

125 S. Main Street, Vineyard, UT 84058 (801)226-1929

BUSINESS INFORMATION

| | | | |
|--|--------|-------------------|--------|
| Business Status (check all that apply): <input type="checkbox"/> New Business <input type="checkbox"/> Location Change <input type="checkbox"/> Name Change <input type="checkbox"/> Ownership Change | | | |
| Business Name: | | | |
| DBA: | | | |
| Business Address: | | | |
| City: | State: | Zip Code: | Phone: |
| Mailing Address: | | | |
| City: | State: | Zip Code: | Phone: |
| Business Phone: | | Business Email: | |
| Corporate Business Phone: | | Business Website: | |
| We will list your business name and the owner's name on the Vineyard website. What additional information about your business would you like us to publish? Check all that apply: <input type="checkbox"/> Address <input type="checkbox"/> Phone <input type="checkbox"/> Website address <input type="checkbox"/> No additional information | | | |

OWNER INFORMATION

| | |
|----------------------------|--------|
| Business Owner: | |
| Cell Phone: | Email: |
| Business Co-owner/Manager: | |
| Cell Phone: | Email: |

FEDERAL AND STATE INFORMATION

| | | |
|--|---------|----------|
| State numbers can be obtained by logging on to osbr.utah.gov (OneStop Business Registration). The OneStop Business Registration application will notify you if you need to obtain a Federal Employer Identification Number (FEIN). To apply for a FEIN, go to https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers-eins . All entities other than an individual/sole proprietor will need a FEIN. All employers, including an individual/sole proprietor, will need a FEIN. | | |
| State Registration: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability (LLC) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> DBA | | |
| State Sales Tax #: | FEIN: | |
| State Business Registration Number: | | |
| State License/DOPL Type(if any): | Number: | Expires: |
| Federal License Type (if any): | Number: | Expires: |

ADDITIONAL BUSINESS INFORMATION

Describe your business and how the property will be used. Please be specific.

Do you own your home? Yes No Will customers be coming to your home to transact business? Yes No

If you are renting your home and customers will be coming to the home, you must submit an Owner's Permission Form.

On average, how many business-related deliveries will be made to the home per week? _____

If your home-based business has "wet processes" such as a hair salon, or biodiesel, janitorial, or food/catering services business, you must submit the TSSD Pretreatment Survey along with this Application.

Will your business produce, store, or use any toxic, explosive, or dangerous chemicals, liquids, or materials in excess of the amount usually used or stored in residences? Yes No

LICENSE AND FEE INFORMATION

License Period is January 1st through December 31st. License renewals are due December 31st.
Applications received after July 1st will be charged half the annual fee.

The fee for a Home-Based Occupation Business License is \$0, unless any of the following apply, in which case the fee is \$25.
Please check all that apply:

- Customers will be coming to the home to transact business.
- Employees not residing at the home will be employed onsite. If yes, how many: _____
- There will be more than one delivery associated with the business per day.
- There will be unusual traffic created in your neighborhood because of the business.

ADDITIONAL REQUIREMENTS

In addition to this Application, please submit the following to Vineyard:

- Home Occupation Business License Requirements form
- Copy of any necessary federal, state or county permit or license
- TSSD Pretreatment Survey, if applicable (see above)

Depending on the type of business, a fire inspection may be required.

I understand that business shall not commence at this location without first obtaining a business license, and if needed: inspections by the fire inspector and Utah County Health Officials, which must first be completed and the building approved by these officials for business activities.

Signature of Business Owner

Printed Name of Business Owner

Date

Please return application along with the appropriate attachments and fee to: Vineyard City Office, 125 S. Main Street, Vineyard UT 84058.
You may also email forms to kellyk@vineyardutah.org.