



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 (EIN). To apply for an EIN, 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 an EIN. All employers, including an individual/sole proprietor, will need an EIN.		
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 #:	EIN:	
State Business Registration/Entity 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

Do you now have or do you anticipate in the future that clients will visit your home? Yes No

If yes, how many per day? _____ How many per month? _____

If you are renting your home and customers will be coming to the home, you must submit an Owner's Permission Form. If staff determines that your business type requires the homeowner's permission, even without customers, they will inform you after reviewing your application.

Do you now have or do you anticipate in the future that you will have employees onsite who do not reside at the home? Yes No

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

Will there be unusual traffic created in your neighborhood because of the business? Yes No

What will be your business's hours of operation?

Do you now have or do you anticipate in the future having multiple vehicles used in conjunction with your business? Yes No

If yes, how many? Where will they be parked?

Do you now have or do you anticipate in the future having trailers used in conjunction with your business? Yes No

If yes, how many? Where will they be parked?

Is your home-based business a hair salon, or biodiesel, janitorial, or food/catering services business, or any other business type with "wet processes?" Yes No If yes, you must submit the TSSD Pretreatment Survey along with this Application.

What materials and equipment will be used for the business?

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

If yes, what substance(s)?

I acknowledge that I will comply with the following (please initial):

1. I will have no more than one (1) non-resident employee onsite. _____
2. The site has at least four (4) parking spaces that meet minimum standards (including two in the garage and two in the driveway). _____
3. I will not use accessory buildings or structures in conjunction with this business. _____
4. I will store all equipment, supplies and materials used in the business inside the home. _____

ZONING REQUIREMENTS

Vineyard Zoning Code Section 15.34.150

The following conditions apply to all Home Occupation types:

- a. Incidental/Secondary – The home occupation must be clearly incidental and secondary to the principal use as a residence by the person conducting the occupation.
- b. Exterior – No home occupation shall alter the exterior of the home to differ from the residential use of colors, materials, construction or lighting. A salesroom or display window is prohibited.
- c. Storage – All equipment, supplies and materials used in business must be stored inside the home.
- d. Outdoor Activity – All home occupation activity shall be carried out within the home and shall not be observable by the general public from the street in front of the residence. Garage doors shall remain closed while business activity is conducted therein.
- e. Parking – Clearly marked driveway dimensions (or a scaled site plan) showing a total of four (4) parking spaces onsite, with a dimension of 8' wide by 18' deep each. Home Occupations with Impact, Preschools and Daycare must meet the minimum four (4) onsite parking spaces. Vehicles used by the business (other than passenger cars without signage) shall not be parked on the site, unless enclosed parking is utilized to shield the vehicles from view.
- f. Nuisances – No machinery or equipment shall be permitted that produces noise, noxious odor, vibration, glare, electrical interference or radio or electromagnetic interference beyond the boundary of the property. Only general types and sizes of machinery that are typically found in dwellings for hobby or domestic purposes shall be permitted.
- g. Signs – There shall be no use of show windows, business display or advertising visible from outside the premises except a name plate attached to an exterior door that does not exceed one (1) square foot.
- h. Off-Site Employees – Any home occupation may utilize employees to work off site. The off-site employee, volunteer, hiree, or any other person engaged with the home occupation shall not come to the home for purposes related to the Home Occupation Business License.
- i. Multiple Home Business Licenses – More than one home business license may be issued for a residence, provided that the home businesses or the accumulative effects of the home businesses do not violate the Zoning Ordinance for Home Occupation.
- j. Floor Area – The home occupation shall be conducted completely indoors. The total amount of floor area used for a home occupation shall not be greater than 25% of the total floor area of the principal dwelling unit including attached garages.

By signing, I state that I understand and will comply with the regulations of Section 15.34.150 listed above.

Signature of Business Owner

Printed Name of Business Owner

Date

LICENSE AND FEE INFORMATION

License period is one year, commencing on the date the license is issued and ending on the last day of the twelfth month thereafter.
License renewals are due by the expiration date to avoid late fees.

The annual fee for a Home-Based Occupation Business License is \$0, unless your business has an impact on the neighborhood, in which case the fee is \$25. Staff will use the information on this form to determine if your business has an impact.

ADDITIONAL REQUIREMENTS

All home-based businesses submit to Vineyard:

- Utah County Assessor New Business Information Form

If your business has "wet processes" (see second page of Application) please submit to Vineyard:

- TSSD Pretreatment Survey

If your business is a preschool or daycare, or if staff determines that it is a home occupation with impact, the following will be required:
(Please see Vineyard Zoning Code Section 15.34.150.)

- A sketch of the site plan of the property, indicating a total of four parking spaces onsite
- A sketch of the floor plan of the dwelling and the area to be devoted to the home occupation, with dimensions and area calculations
- A fire inspection (see the Fire Inspection Letter for more information)

By signing below, I certify that the information contained herein is true and correct. I understand that business shall not commence at this location without first obtaining a business license.

Signature of Business Owner

Printed Name of Business Owner

Date

Dear Business Owner,

Congratulations on the establishment of your new business, as a new business owner there are some obligations that you need to fulfill as a responsible business owner.

Utah State Legislation requires that each business file an affidavit each year with the Assessor’s Office declaring their taxable property. This affidavit allows you to list the equipment and supplies you use for your business. Affidavits are sent at the beginning of each new year. If your business equipment has less than \$15,000 (2020) in market value then you may be exempt from paying any taxes, **this does not exempt you from filing each year.** Any failure to file can result in fines, interest, estimations, and audits.

Our office searches through State and City business registries, information from leasing agencies, field research, and State Audits to locate any business operating within Utah County. Any change in either status of the business or account information must be reported to us immediately. In addition, if you are closing a business, you must inform us in writing, as well as inform the City and State agencies. Failure to do so may keep your account active and additional penalties and interest may accrue.

Please fill out and return the attached form below to:
Utah County Assessor - Personal Property
100 E Center Street, Rm 1105
Provo, UT 84606 or FAX 801-851-8282

If you have any questions about this tax, information can be found on our website at www.utahcounty.gov/ppfile or you can call 801-851-8295 and we will be happy to assist you.

Please Cut Here

NEW BUSINESS INFORMATION FORM

Please Print Clearly

Business Name: _____

Owner Name: _____

Contact Name: _____

Business Address: _____

Mailing Address: _____

Telephone #: _____ **Fax #:** _____

Nature of business: _____

Date business started: _____

E-mail address: _____