

Salt Lake County Public Works Department
Planning and Development Services Division
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Visit our web site:
<http://www.pwpds.slco.org>



Application Process for Home Business

Conducting Business from the Home:

If you will be operating a business from your home you will need to obtain zoning approval for a Home Business. “Home Business” means any business activity which is conducted entirely within a dwelling or attached garage and is clearly incidental, secondary and in addition to the use of the structure for dwelling purposes, and is managed in such a way that it does not change the character of the dwelling or adversely affect surrounding properties.

The purpose of the Home Business ordinance, Chapter 19.85, is to allow the use of a portion of the home by one of its residents for business purposes, while establishing standards to ensure that the business use of the home will not change the residential character of the home, and to ensure that the business will be operated in such a way as not to adversely impact the residential character of the neighborhood in which the home business is located.



Business License Required:

You may not conduct the business out of your home until a Home Business Permit has been issued and you have obtained a Salt Lake County Business License.



Activities Exempted from Home Business Regulations:

- Garage or yard sales provided the sale is held for not more than 3 consecutive days, and no more than two times per year at the same location, and no consignment goods are offered for sale.
- Temporary social gathering sales that do not exceed one day, such as candle parties, book parties, etc. not to exceed 4 occurrences per year.



How to Apply for a Home Business:

1. It is highly suggested that you meet informally with a planner to discuss your proposal and review the issues, processes and fees associated with the application.
2. The applicant is required to submit the following information:

<p>➤ A complete application form along with the application fee to the Planning and Development Services office located at: Salt Lake County Government Center 2001 South State St. Room #N3600</p>
<p>➤ The Home Business – Compliance Review Checklist. Complete this form and attach it to the application. NOTE: You must answer all of the questions in the affirmative to apply for a Home Business. If you answered no to any of the questions, a planner will inform you of alternatives and other application procedures.</p>

3. The planner / information specialist responsible for processing the application will evaluate the request and review the Compliance Review Checklist. Upon finding that the applicant understands and agrees to comply with the Home Business standards, the application shall be approved.
4. Obtain a Salt Lake County Business License. All Home Businesses are required to obtain a business license. The business license must be renewed each year that the Home Business is in operation. The business owner is responsible for complying with all applicable health, fire, building, and safety codes.

NOTE: A change of business ownership and/or the relocation of a business to a new address is considered a new business, and requires separate approval.



Home Business Application Fees:

Refer to the current fee schedule.



This information is considered reliable as of the date indicated below. However, changes to application fees, ordinance amendments and/or division policies may have occurred. Please verify all processes and fees prior to submitting your application.

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