



**TOWN VIRGIN**  
114 S. Mill Street  
PO Box 790008  
Virgin, UT 84779  
(435) 635-4695

**TOWN USE ONLY**

Exempt: \_\_\_\_\_ NON-Exempt: \_\_\_\_\_

## DOING BUSINESS AT HOME

1. The Town of Virgin encourages residents to work from home. Virgin ordinances require that you have a “Home Occupation License” before your home may be used for business purposes. If you intend to do business or allow someone else to do business from your home, you must submit an application to the Town Clerk and pay a small fee to get an official to Home Occupation License along with your Business License.
2. If the answer to all of the following questions is no, you are exempt, which means you may operate as soon as you receive your Business License, and do not need a Home Occupation permit for your home business. If you answer yes to any one of them, you will need to apply for a Home Occupation Permit and receive approval and any conditions placed on the use before you may begin to do business.

### **Do I need a permit for my home business?**

- Will your business be conducted where it may be visible from property boundaries?
- Will your business be required by law to collect sales, use, service, resort, or bed taxes?
- Will your business employ non-occupant workers (anyone who does not live in your home)?
- Will your business receive customers, clients, or business-related salespeople on the premises?
- Will your business generate any more noise, light, dust, odors, pests, hazardous materials, or visible storage of supplies, merchandise, or equipment than an ordinary home does?

**If you have any trouble deciding whether you need a license or permit, please let the Clerk know.**

**Please affirm the statement below with your signature.**

**I have answered the above questions truthfully. I understand that I must comply with the Virgin Town ordinances in the operation of my business, and that if it expands such that any of the answers on this questionnaire would be different, I must apply for a Home Occupation Permit.**

\_\_\_\_\_  
applicant signature

\_\_\_\_\_  
print name

\_\_\_\_\_  
date



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**TOWN USE ONLY**  
 Application Fee: \$100.00  
 (\$50.00 Renewal fee each year)  
 Date Paid/Received: \_\_\_\_\_  
 Check #: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

## Home Occupation Application

Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Mailing: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Mailing: \_\_\_\_\_

1. What is the proposed home occupation? \_\_\_\_\_

\_\_\_\_\_

2. What type of materials, equipment, machinery, tools and merchandise stock are involved in the home occupation?

\_\_\_\_\_

3. What type of modifications to the residential structures is anticipated because of the home occupation?

\_\_\_\_\_

**ALL HOME OCCUPATIONS MUST COMPLY WITH THE FOLLOWING REQUIREMENTS OF ZONING ORDINANCE CHAPTER 6:**

\_\_\_\_\_ 1. Not more than one person is employed in the home occupation or office of a professional person on the premises in addition to the residing family.

\_\_\_\_\_ 2. The home occupation shall be conducted wholly within the structures of the premises and shall not exceed twenty-five (25) percent of the total ground floor area of the home. The home occupation shall not occupy any area within said structures which is required for off-street parking by the provisions of this chapter.

\_\_\_\_\_ 3. Inventory and supplies for the home occupation shall not occupy more than fifty (50) percent of the permitted area or twelve (12) percent of the ground floor area of the home.

\_\_\_\_\_ 4. Home occupation signs in residential areas shall be limited to one (1) sign no larger than three (3) square feet, and shall be of professional quality and shall be unlighted. Such signs shall be mounted flush with the house. The information stated on the sign shall be limited to stating the name of the occupant and the type of home occupation or office of a professional person i.e. Jean A. Public – Attorney at Law or B. Jones – Ceramics and Crafts, etc.

\_\_\_\_\_ 5. No merchandise display of any kind shall be visible from outside of the premises.

\_\_\_\_\_ 6. No mechanical or electrical apparatus, equipment or tools shall be permitted except those items which are commonly

associated with a residential use or as are customary to home crafts or home occupations.

\_\_\_\_\_ 7. The home occupation shall not generate pedestrian or vehicular traffic in excess of that customarily associated with the zone in which the use is located.

\_\_\_\_\_ 8. There shall be complete conformity with all fire, building, plumbing, electrical and health codes and to all State and Town laws and ordinances.

\_\_\_\_\_ 9. The home occupation shall not cause a demand for municipal or utility services or community facilities in excess of those usually and customarily provided for residential use.

\_\_\_\_\_ 10. The home occupation shall not alter the residential character of the premises or unreasonably disturb the peace and quiet of the neighborhood by reason of color, design, materials, construction, lighting, sounds noise vibrations, dust odors, noxious fumes, etc.

\_\_\_\_\_ 11. Any special conditions established by the Planning and Zoning Commission and made record in the Home Occupation permit, as it deems necessary to carry out the intent of this Chapter shall be met.

\_\_\_\_\_ 12. All Home Occupation permits shall be valid for one (1) year from date of issuance, and may be renewed annually provided there have been no reported violations, complaints, or detrimental characteristics which may, in the opinion of the Planning and Zoning Commission, require revocation and termination of the Home Occupancy permit and said home occupation. Signatures and hearing will not be required on renewals.

\_\_\_\_\_ 13. Retail sales of merchandise on the premises shall be limited to merchandise which is directly related to the services offered by the home occupation, i.e. hair care products by a hairdresser; otherwise, there shall be no other for delivery or resale of retail merchandise on the premises.

\_\_\_\_\_ 14. Premises shall be subject to inspection by the Planning and Zoning Commission, after reasonable notice given with due cause.

FEES

A fee of \$50.00 shall accompany the initial application for a Home Occupation Permit and thereafter shall be due and payable at the time of business license renewal.

BUSINESS LICENSE REQUIRED

A Home Occupation Permit is not a business license, and the granting of said permit shall not relieve the permittee of any other licensing requirements of the Town or of any other public agency.

UTAH SALES TAX LICENSE

If required by the State of Utah a Utah State Sales Tax License will be required with Virgin Town listed as a business location.

AWARENESS OF NEIGHBORS

All applications must include signatures of all property owners within three hundred (300) feet from the exterior boundaries of the property involved. Signatures must indicate that they are aware of the Home Occupation Permit application.

SIGNATURES

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

TOWN APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_

EFFECTIVE DATE OF PERMIT: \_\_\_\_\_ RENEWAL DATE: \_\_\_\_\_