

## **BUSINESS LICENSING – ROOM 20**

40 South Main Street, Spanish Fork, Utah 84660

Phone: (801) 798-5000 Ext. 48

Fax: (801) 798-5005 Web: [www.spanishfork.org](http://www.spanishfork.org)

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**How to apply:** Thank you for your interest in opening your business in Spanish Fork City. The following information will provide you with the steps needed to apply and operate a business in Spanish Fork.

1. **The following State requirements must be met before applying for a Spanish Fork City Business License. By law you are required to register your business name (DBA “Doing Business As”) with the Department of Commerce.**
  - Partnerships and sole proprietorships using a name other than a sole proprietor’s given legal name must register the “DBA” (Doing Business As) name with the State Department of Commerce. This can be done through One Stop Online Business Registration at [www.business.utah.gov/registration](http://www.business.utah.gov/registration) or, as a courtesy to you; the State Tax Commission will allow you to apply at their office. They are located at 150 East Center Street, Room 1300, Provo, Utah. Phone (801) 374-7070 or 1-800-662-4335.
  - Corporations, limited liability companies, and partnerships must have a Federal EIN (Employer Identification Number). Sole proprietorships can use a Social Security Number for the Federal Identification Number.
  - Corporations and limited liability companies must file Articles of Incorporation with the Utah Department of Commerce.
  - **Sales Tax Number** - Generally, business involved with the sale of a tangible product must apply for a State Sales Tax Number. You may obtain that number at the State Tax Commission located at 150 East Center Street, Provo, Utah. Phone (801) 374-7070 or 1-800-662-4335. There is no charge.

**Documentation certifying the appropriate registration, as per above, must be submitted with the Business License Application.**

2. **Application:** Submit a completed Spanish Fork City Business License Application including payment of fees.
  - A schedule of the License Fees are listed on the first page of the Business License Application to assist you in determining the fee; unless, your business is classified under some specific category. License fees are not pro-rated. Beer License fees may be pro-rated.
  - A copy of the Municipal code Title 5-Business Licenses and Regulations may be viewed on the Spanish Fork City Web page at [www.spanishfork.org](http://www.spanishfork.org). Please make sure you are able to comply with the regulations. If you have any questions regarding any portion of the regulations, you should contact this office at (801) 798-5000 Extension 48, for an interpretation or explanation.
  - An incomplete application cannot be processed.
3. **Building and Fire Inspections:** Required of all businesses, with the exception of some Home Occupation Businesses.
4. **City Planner:** Will review the application for completeness pertaining to the Zone Ordinance and if any site improvements are necessary.
5. **Signs:** All signs must be approved by the City Planner. You must submit a sign permit application.
6. **License Renewals:** License renewals are due by December 31<sup>st</sup> of each year. Your business license will indicate an expiration date. Renewal notices will be sent to you as a reminder. Failure to receive a renewal notice does not excuse this responsibility. Late fees start accruing after thirty (30) days.

**A business license cannot be transferred from one person to another, nor from one location to another. It is the business owner’s responsibility to let the City know when a change will be taking place.**

If you have any questions, or need assistance in completing this application, please contact (801) 798-5000 Extension 48.





## **PUBLIC SAFETY SERVICES REQUEST FORM**

In the event of a police or fire emergency, the information you provide assists us in contacting you after hours. The first person should be able to respond to the business in a short amount of time and have the necessary keys or alarm codes to enter the building.

Name of Business: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_ Owner's Name: \_\_\_\_\_

**Please list the individual(s) to contact in case of an after hours emergency (not the person listed above).**

First Contact: \_\_\_\_\_ Telephone # \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Alternate Telephone # \_\_\_\_\_

Second Contact: \_\_\_\_\_ Telephone # \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Alternate Telephone # \_\_\_\_\_

Third Contact: \_\_\_\_\_ Telephone # \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Alternate Telephone # \_\_\_\_\_

**If you are applying for a Home Occupation License** please use the space below to draw your home floor plan with marked exits. You must show dimensions. Be sure to mark the room on the floor plan where you are doing business. (This does not apply to a Daycare/Preschool Home Occupation License)

A large, empty rectangular box with a double-line border, intended for the user to draw a home floor plan with marked exits and dimensions.



## **FIRE SAFETY INSPECTION FORM**

**These items must be prepared before the Fire Inspection can pass. You will be charged a \$10.00 fee for every return inspection.**

- **A minimum of two, 10# ABC Portable fire extinguishers** must be conspicuously located and readily accessible, preferable along normal paths of exit travel. Portable fire extinguishers must be inspected and retagged annually. (UFC 10.303, STD 10-1)
- All corridors, stairways, and exits must be free and clear of any storage, furniture or obstructions of any kind. (UFC 12.103)
- All attics, basements, furnace rooms, stairs and under stairs must be free of accumulation of waste paper, rubbish, rags, etc. (UFC 11.207, 11.203c)
- Exit doors shall be operable from the inside without the use of a key or any special knowledge or effort. Exit doors shall not be locked, chained, bolted, barred, latched or otherwise rendered unusable from the inside. (UFC 12.104b)
- No extension cords are to be used as permanent wiring. Electrical cords splicing outside electrical boxes or fixtures, cords under rugs, through walls, door, or partitions, wire outside of a conduit or boxes are not permitted. No octopus (multi-plug adapters) connections, nor frayed cords are permitted. Defective wiring and equipment must be replaced or repaired immediately. (UFC 85.104, 85.107)
- A main electrical panel must be accessible and clearly marked for all circuits. (UFC 85.108) Cover plates are required on all outlets, switches and junction boxes. (UFC 85.104)
- No storage of flammables in basements. No storage near exits, stairways, or exit doors, including sales merchandise. (UFC 10.302)
- No sprinkler systems can be turned off at any time other than for repair. All valves must be open, accessible and unobstructed. (UFC 10.302) Sprinkler systems must offer complete protection. All rooms and areas, under stairs, and within closets. Storage shall be maintained at least 18 inches below sprinkler heads. (UFC 10.302, NFPA 13:4-2-5)
- No gasoline powered equipment may be stored in any part of the building except in a rated room designed and approved for this use. (UFC 11.415) All kitchen hoods over equipment which produces a grease laden air must be equipped with a hood system, automatic fuel shut off, and fire alarm interconnection. (UFC 10.313)
- Fire alarm systems must be operable and in good repair at all times. Complete protection with smoke and heat detectors. (UFC 10.302)

### **SAFETY FIRST**

- For safety information, please take a moment and place a check by each correct statement concerning the safety in your place of employment.

### **You and/or your Employees:**

- Know how to call for help from the police, fire, and ambulance department.
- Have legible emergency telephone numbers posted near a telephone.
- Have a fire extinguisher and know how to operate it properly.
- Have a first aid kit.
- Have training in first aid.
- Have an emergency escape plan, and know where to assemble.
- Have exits clearly marked, and an unobstructed exit escape area.
- Have an awareness of any hazardous materials within your operation.
- Have made the Fire Department aware of hazardous materials in your operation so they will be prepared in case of a fire emergency.
- Have a seventy-two (72) hour kit

**I have read the Fire Safety Inspection information. I understand and agree to comply with all of the requirements.**

**Business Name:** \_\_\_\_\_ **Business Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**SPANISH FORK CITY  
HOME OCCUPATION ORDINANCE SECTION 5.40.040**

**To have a Home Occupation in Spanish Fork City you must meet all fourteen (14) requirements of the City ordinance 5.40.040; with NO EXCEPTIONS.**

1. The home occupation must clearly be incidental to or secondary to the residential use of the dwelling unit;
2. The business must be conducted only by a resident or residents who reside at the dwelling;
3. The business occupies not more than 15 % of the total floor space of the dwelling unit and in no event more than 300 square feet, except for day care centers and pre-schools;
4. No more than two nonresident patrons are permitted to be at the dwelling at any one time by reason to the home occupation;
5. The business has no more than ten commercial delivery vehicles per week coming to the dwelling related to the home occupation, or such other number considered excessive in the sole discretion of the City Planner;
6. The business produces no offensive noise, vibrations, smoke, dust or other particulate matter, odors, heat, humidity, glare, electrical interference, or other objectionable effects beyond the boundaries of the property;
7. Vehicles or equipment may not be used for the primary purpose of advertising the business at the site of the home occupation. One name plated or identification sign no larger than 18" by 24" is allowed on site, so long as it is located within five feet of the building. (The sign must be approved by the City Planner prior to placement)
8. The business may not have exterior displays nor display goods which are visible from the outside, nor otherwise store materials, inventory, or equipment outdoors;
9. The business may not include such uses as automotive repair, commercial welding, body shop, spray painting, industrial uses, commercial stables or kennels, repair of major appliances such as washers, refrigerators, ranges, etc., or other similar type uses which are not compatible with a residential neighborhood, as determined in the sole discretion of the City Planner;
10. No structural alterations to the building may be made to accommodate the business, which are not customary for a residential structure.
11. The business shall comply with all safety codes, including fire, building, plumbing, electrical, or others which may be applicable.
12. No process can be used which is hazardous to the public health, safety, morals, or welfare;
13. If the applicant rents or leases the property where the home occupation is intended to be conducted, the applicant must provide a letter of consent from the property owner.
14. No visitors or traffic in conjunction with the home occupation shall be permitted between the hours of 9:00 p.m. and 7:00 a.m.

I have read the Home Occupation Ordinance listed from Section 5.40.040, and I understand and will comply with the Home Occupation Ordinance. Any violation(s) of this ordinance can result in the revoking of my Home Occupation License. Further, I understand this permit must be renewed annually and registered with the City Recorder. I also understand this business license shall not be construed to be a permit for, or an approval of, any violation of any part of the provisions or regulation of the International Building code or Spanish Fork city municipal code. I agree to allow a representative from Spanish Fork City to inspect my premises for compliance; without, notice at least semi-annually, or when code violations are reported or suspected.

Applicant's Printed Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**\*\* Compliance with the following code is part of the approval process for Daycare, or Instructional studio home occupation businesses.\*\***

**DayCare**

**0 to 4 Clients: Exempt** from obtaining a Home Occupation License.

**5 to 8 Clients** (including provider's own children under age 4):

1. Must obtain and comply with the Home Occupation Ordinance.
2. Home must substantially comply with the International Building Code (IBC) and Fire Code.
3. **Must be state licensed** as a "Family Child Care Type 1" or "Residential Certificate Child Care" and a copy must be submitted to the City.

**9 to 12 Clients** (including provider's own children under age 4):

1. Must obtain and comply with the Home Occupation Ordinance.
2. Home must substantially comply with the International Building Code (IBC) and Fire Code.
3. **Must be state licensed** as "Family Child Care Type 2" and a copy must be submitted to the city.

**13 or more Clients** (including provider's own children under age 4):

1. Must obtain a City Commercial Business License.
2. Must be located in a commercial zone.
3. **Must be state licensed** as a "Day Care Facility" or "Day Care Center" and a copy must be submitted to the City.

**Instructional Studios** (dance, music, art, gymnastics, etc.)

**Teaching 0 to 6 Clients: Exempt** from obtaining a Home Occupation License.

**Teaching 7 to 12 Clients** (including provider's own children under age 4): Must obtain and comply with the Home Occupation Ordinance.

**Teaching 13 or more Clients:**

1. Must obtain a Commercial Business License.
2. Must be located in a commercial zone.

**Buildings and Homes:**

Buildings and Homes used as a daycare, or instructional studio are required to meet the following minimum requirements. This list shall not be considered all inclusive of all requirements.

1. Family Day Care units shall have on each floor occupied by clients, two separate means of egress, arranged so that if one is blocked the other will be available.
2. Family Day Care units that are located in the basement or on the second story shall be provided with two means of egress, one of which shall discharge directly to the outside. Type 1 Family Day Care Units, located on the ground level or in a basement, may use an emergency escape or rescue window as one exit.
3. In Family day Care units, clients under the age of two shall not be located above or below the first story.
4. Family day Care units located in split entry/split level homes in which stairs to the lower level and upper level are equal or nearly equal, may have clients housed on both levels.
5. Family Day Care units shall have a portable fire extinguisher on each level occupied by clients, which shall have a classification of not less than 2A:5BC, and shall be serviced in accordance with NFPA, Standard 10.
6. Family Day care units shall have single station smoke detectors in good operating condition on each level occupied by clients.
7. A first aid kit shall be available in the home.
8. Each home shall have a fenced in outdoor play space which is safe and free from hazards. The fence shall be 4 ft. high and not more than 3 ½ inches above ground.
9. Rooms in Family Day Care units that are provided for clients to sleep or nap, shall have at least one window or door approved for emergency escape.
10. Electrical outlets accessible to children 4 years of age and younger shall be protected or capped.
11. Hot water accessible to children shall not exceed 120 degrees.