



Millcreek City Hall

1330 E Chambers Ave
Millcreek, Utah 84106
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millcreekut.gov

Home Business Compliance Review Checklist

Property Address: _____

Type of Home Business: _____

Applicant: _____

The following questions are intended to aid in determining compliance with the standards set forth in Chapter 18.76.040 of the Millcreek Zoning Ordinance.

- Each Family member who participates in the home business is considered an employee for business license purposes. Excluding yourself, how many family member employees will there be? _____

- YES NO
1. The Home Business ordinance requires that in order to establish a home business you must first obtain a Change of Use Permit from the Planning and Zoning Department. Have you received your Change of Use Permit from the Planning and Zoning Department?
- YES NO
2. Is your proposed home business of a type and size of operation that will allow you and your family, as well as other property owners in your neighborhood, to continue to feel that your home is primarily a residence, and the home business is secondary to that use?
- YES NO
3. The ordinance requires that in order to establish a home business, you must reside in the dwelling on a permanent year-round basis. Is the dwelling at which you will be conducting this home business your primary residence?
- YES NO
4. Home businesses with remotely located employees may occasionally gather at the dwelling but no more than once a week. Do you intend to have non-resident employees? If so, how many non-resident employees? _____
- YES NO
5. Your business must be conducted on an “appointment only” basis between the hours of 7:00 a.m. and 10:00 p.m. Will all services and sales activities associated with your home business be by appointment only between these hours?
- YES NO
6. In addition to the 2 parking spaces required for every residence, parking must be provided for the vehicles of customers, clients, or business- related visitors to your home business. These parking spaces must be located on your property either in your driveway or in your garage, but not on your lawn, landscaped areas, or on the street. Each parking space must be no less than 9 feet wide by 18 feet long in size. Does your property have adequate parking spaces for vehicles owned and operated by the residents of your home and for all business- related vehicles, including for any employee who may be allowed?
- YES NO
7. Changes to the outside of your home which would alter its residential appearance are not allowed. Do you plan on doing any remodeling to your home that would change its outward residential appearance?



- YES NO 8. Interior structural change (for example moving or adding a wall) to accommodate the use of your home for a home business is not allowed. Do you anticipate the need for or plan on making any major interior alterations to your home?
- YES NO 9. All activities and materials associated with your home business must be kept completely inside the dwelling and/or attached or detached garage, or in/on an approved recreational facility. No more than 25% of the total floor area of your home, or five hundred square feet (500 sq. ft.), whichever is less, may be used for the home business. Will your home business exceed these physical space limitations?
- YES NO 10. The outside storage or display of any supplies, inventory, or equipment in any portion of your yard is not allowed. Will your home business ever require outside storage or display?
- YES NO 11. Only those tools, equipment, or electric apparatus commonly used as accessories to or in conjunction with residential uses are allowed to be used as part of the home business. Will your home business require any tools, equipment, or electric apparatus not commonly used as accessories to or in conjunction with residential uses?
- YES NO 12. Home businesses must be conducted in a manner which will not generate or produce any odors, smoke, dust, heat, fumes, light, glare, sounds, noises, vibrations, or other nuisances, including interferences with radio and television reception, or any other adverse effects that may be discernible beyond your property boundaries or that may unreasonably disturb the peace and quiet of the neighborhood in which your property is located. Is there anything about your proposed home business that is likely to create any such problems?
- YES NO 13. You are allowed a single non-illuminated nameplate sign no larger than three square feet in size to advertise your home business. The nameplate sign must be attached to a wall or window of the dwelling. Do you agree to restrict your on-site advertising to the single nameplate sign described above?
- YES NO 14. No vehicle larger than a passenger car, van or one-ton pickup truck is allowed to be brought to, parked on, or stored on the property in conjunction with a home business. Do you agree that vehicles larger than those described above will not be brought to, parked on, or stored at your residence?
- YES NO 15. The property address (house number) must be clearly posted on the home in letters at least four inches high and in a color contrasting with the building. Is the property address clearly posted on the home?
- YES NO 16. The ordinance requires that in order to establish a home business the condition of the dwelling and landscaped areas shall be well maintained. Do you agree to keep the dwelling and landscaped areas well maintained?

Note: Violations of the standards set forth in chapter 18.76.040 of the Millcreek Zoning Ordinance may result in revocation of your business license as well as civil penalties as allowed under section 18.02.

Signature of Applicant: _____ Date: _____