



RANDY C. LEWIS
MAYOR

CITY COUNCIL
Kandelyn Harris
Richard Higginson
Bath Holbrook
John Marc Knight
John S. Pitt

CITY MANAGER
Gary R. Hill

DAY CARE/PRESCHOOL HOME BUSINESS LICENSE

ATTACHMENTS

<input type="checkbox"/>	Bountiful City Land Use Ordinance 14-17-106 / Questionnaire
<input type="checkbox"/>	Commercial Business License Application
<input type="checkbox"/>	Conditional Use Permit Application
<input type="checkbox"/>	Fire Inspection Report from South Davis Metro Fire Agency
<input type="checkbox"/>	Utah.gov Phone/Address Information

BOUNTIFUL CITY WILL NEED THE FOLLOWING BEFORE A CITY BUSINESS LICENSE IS ISSUED:

1. CITY FORM:	Daycare/Preschool Business License Application (\$25.00 fee) <i>Allows up to 8 children at this location at any given time.</i>
2. BUSINESS NAME:	Name Registration Certificate from Utah.gov (Department of Corporations)
3. BACKGROUND CHECK:	Original Background Check (for applicant, employee(s), adult residents)
4. STATE LICENSE:	Photocopy of State of Utah day care license.
5. CODE QUESTIONS:	Bountiful City Land Use Ordinance 14-17-106 Questionnaire.
6. CITY FORM:	Conditional Use Permit Application (\$50.00 one time fee) - OPTIONAL IF APPLICABLE <i>Allows up to 12 children at this location at any given time.</i>

STEPS	✓	FORMS/APPROVAL
1		Background Check - North Salt Lake City Police Department 10 E Center St, NSL, Utah 84054 (801) 335-8650 \$15.00 - Open Monday thru Thursday 7:00 - 5:30 OR Bureau of Criminal Identification (BCI) (801) 965-4445 Utah Department of Public Safety 3888 W 5400 S, Taylorsville, UT 84129 In-state Utah check - \$15.00 - (additional copies: without a record - no cost for 3 additional copies / with a record - \$15 for each additional copy) Open Monday thru Friday, 8 am to 5 pm (Please be there by 4:30 to be finished by 5:00)
2		FOR DAY CARE ONLY NOT PRESCHOOL Child Care State License - Health Services (health.utah.gov/licensing) 3760 S Highland Dr #403, Salt Lake City, Utah 84106 (801) 273-6617 upaul@utah.gov Hours of Operation Mon-Fri from 8 am - 5 pm
3		Business Name Registered with Utah.gov at the Dept of Corporations
4		Bountiful City: (1) Daycare Business License Form with fee. (2) Conditional Use Permit application with fee.
5		Site Plan showing square footage of (a) yard area to be used for outside play, and (b) interior floor area (with day care area designated).
6		Day Care Questions - Answer all questions and return with application.
7		Fire Inspection - Bountiful City Planning Dept to schedule appt (801) 298-6190 Fire Inspectors will contact you directly to schedule a yearly fire inspection.

Bountiful City Code: 14-17-106 SPECIAL CONDITIONS FOR RESIDENTIAL DAY CARE OR GROUP INSTRUCTION	Action Needed:	✓
The following conditions shall apply only to Home Occupation Business Licenses for Residential Day Care or Group Instruction, as defined by State Code:	Complete Bountiful City Day Care Business License Application (\$25.00 fee) <u>Question:</u> Is this a day care or group instruction?	
A. The rear yard may be used for outside play area, or instruction where a swimming pool is involved.	Provide a yard site plan (including square footage)	
B. Residential day care facilities shall comply with all regulations of the State of Utah and shall be licensed by the State. One additional person not residing in the dwelling may be employed in the residential day care or group instruction where eight (8) or more children or people are involved.	Provide a copy of the State of Utah Day Care License for the owner and for any additional worker.	
C. Residential group instruction (preschools) shall be limited to no more than twelve (12) people in each session who are not residents of the home. There shall be no more than two (2) sessions per day and each session may not exceed four (4) hours. No child or student may attend more than one (1) session per day. Instruction of more than eight (8) individuals requires issuance of a Conditional Use Permit.	<u>Questions:</u> How many children will attend? How many sessions? What are the hours of operation? <u>More than eight?</u> Please complete Conditional Use Permit application and pay the \$50 fee .	
D. A minimum interior floor area of thirty-five (35) square feet and a minimum secured outdoor play area of forty (40) square feet per child shall be provided for residential day care facilities.	Provide an interior floor area site plan . <u>Questions:</u> What is the interior square footage of space to be used? What is the outdoor play area square footage? How is the outdoor play area secured?	
E. Total floor area used for residential day care or group instruction may be no more than fifty percent (50%) of the ground floor area of the residence.	<u>Questions:</u> What is the square footage of the ground floor area of the residence? What is the square footage of the total floor area to be used for the day care or group instruction?	
F. An annual inspection for continued compliance will be required for license renewal of all residential day care and group instruction facilities.	Please acknowledge your understanding that an annual inspection will take place. _____ (Initial here)	
G. A criminal background check is required for any person who operates or is employed at a daycare or a residential group instruction business.	Provide an original criminal background check for <u>all</u> those working at the day care or group instruction business.	
H. A criminal background check is required for any adult who resides at a dwelling used for a daycare or group instruction business.	Provide an original criminal background check for <u>any</u> adult (i.e. over age 18) residing at the residence.	
I. No person who has been convicted of a sexually oriented crime may operate, be employed by, or reside at a dwelling that is used for a daycare or group instruction business.	Please affirm your understanding of this special condition. _____ (Initial here)	

14-17-105 HOME OCCUPATION REQUIREMENTS

A proposed home occupation use shall meet the following criteria to qualify for a Home Occupation Business License:

- A. The use shall be clearly incidental and secondary to the use of the dwelling and shall not change the appearance, character, or condition thereof. There shall be no displays, advertisements, stock in trade, or signs related to the business except for: one (1) flat wall sign placed on the dwelling that shall not exceed four (4) square feet in size, and any sign required by State Law and/or which meet the provisions of this Title.
- B. The use shall be conducted entirely within a dwelling, except for work performed offsite. Only members of the family related by blood, marriage, or adoption, and who reside in the dwelling, may work onsite. The only exception is that one (1) additional person may be employed as a secretary, apprentice, or assistant where there are no more than five (5) family members actively engaged in the home occupation. Employees who are not family members and/or who do not reside at the dwelling shall not meet, park, or otherwise congregate at the home or in the general vicinity. Additional outside employees are not allowed if there is more than one home occupation at the property.
- C. The use shall not involve more than 50% of the entire dwelling.
- D. The use shall not involve the area of required, covered, off-street parking.
- E. No product or commodity shall be stored onsite, and no customer may physically visit the site of a home occupation to take delivery of a product or commodity. Commodities may be produced on the premises and sold offsite.
- F. The use shall not create noise, dust, odors, noxious fumes, glare, or other nuisances, including interruption of radio and/or television reception, which are discernable beyond the premises.
- G. The use shall not involve using or storing flammable material, explosives, or other dangerous materials, including gun powder.
- H. The use shall not involve mechanical or electrical apparatus, equipment, or tools not commonly associated with a residential use or as are customary to home crafts.
- I. The use shall not generate traffic in greater volumes than would normally be expected in a residential neighborhood nor involve the use of commercial vehicles other than standard delivery vehicles for delivery of materials to or from the premises.
- J. The use shall not involve the parking of equipment or motor vehicles having a gross weight of twelve thousand (12,000) pounds or more directly at the residence.
- K. The use shall be in compliance with all applicable fire, building, plumbing, electrical and life safety and health codes of the State of Utah, Davis County, and the City of Bountiful.
- L. The residence and property may be inspected from time to time to determine continued compliance with the provisions of this Ordinance and other applicable codes.

14-17-106 SPECIAL CONDITIONS FOR RESIDENTIAL DAY CARE OR GROUP INSTRUCTION

The following conditions shall apply only to Home Occupation Business Licenses for Residential Day Care or Group Instruction, as defined by State Code:

- a. The rear yard may be used for outside play area, or instruction where a swimming pool is involved.
- b. Residential day care facilities shall comply with all regulations of the State of Utah and shall be licensed by the State. One additional person not residing in the dwelling may be employed in the residential day care or group instruction where eight (8) or more children or people are involved.
- c. Residential group instruction (preschools) shall be limited to no more than twelve (12) people in each session who are not residents of the home. There shall be no more than two (2) sessions per day and each session may not exceed four (4) hours. No child or student may attend more than one (1) session per day. Instruction of more than eight (8) individuals requires issuance of a Conditional Use Permit.
- d. A minimum interior floor area of thirty-five (35) square feet and a minimum secured outdoor play area of forty (40) square feet per child shall be provided for residential day care facilities.
- e. Total floor area used for residential day care or group instruction may be no more than fifty percent (50%) of the ground floor area of the residence.
- f. An annual inspection for continued compliance will be required for license renewal of all residential day care and group instruction facilities.
- g. A criminal background check is required for any person who operates or is employed at a daycare or a residential group instruction business.
- h. A criminal background check is required for any adult who resides at a dwelling used for a daycare or group instruction business.
- i. No person who has been convicted of a sexually oriented crime may operate, be employed by, or reside at a dwelling that is used for a daycare or group instruction business.



Calendar Year _____
Date Received _____
CUP Approval _____
Fire Inspection Approval _____

LICENSE FEE: \$25.00

DAYCARE/PRESCHOOL HOME BUSINESS LICENSE – NEW

This Home Occupation Business License expires on December 31st of this year, regardless of the month issued.

Please Complete All Items – Incomplete Forms Will Be Returned Without Being Processed

1. NAME OF BUSINESS _____
DAYCARE _____ **or** PRE-SCHOOL _____ Number of students per session _____
Applicant's Name _____
Home Address _____
Mailing Address _____
City & State _____
Business Phone # _____ Cell Phone # _____
E-Mail _____

2. *STATE LICENSE # _____ *FEDERAL TAX # _____
UTAH STATE SALES TAX # _____ (If Applicable)

3. **APPLICANT HEREBY CERTIFIES THAT THE BUSINESS MEETS EACH OF THE FOLLOWING CONDITIONS:**

MEETS ALL REQUIREMENTS FOR A HOME OCCUPATION AS SET FORTH IN SECTION 14-17-105 OF THE BOUNTIFUL CITY LAND USE ORDINANCE. (Page 2)

MEETS ALL REQUIREMENTS FOR RESIDENTIAL DAY CARE OR GROUP INSTRUCTION AS SET FORTH IN SECTION 14-17-106 OF THE BOUNTIFUL LAND USE ORDINANCE. (Page 2)

4. **I UNDERSTAND THE CITY COUNCIL, AFTER A HEARING, MAY REVOKE ANY HOME OCCUPATION LICENSE FOR FAILURE TO COMPLY WITH THE ABOVE STATED AND AGREED TO CONDITIONS WHICH ARE ATTACHED ON PAGE 2 OF THIS FORM.**

5. **I CERTIFY THAT THE INFORMATION HEREIN IS TRUE AND CORRECT AND THAT I WILL ABIDE BY ALL OF THE CONDITIONS LISTED.**

Signature of Applicant _____ Date _____



For Office Use Only	
Date Rec'd	_____
Application \$	_____
Zone	_____

CONDITIONAL USE PERMIT APPLICATION

Date of Submittal: _____

Property Address: _____

Applicant Name: _____

Applicant Address: _____

Applicant Phone #: _____

Applicant E-Mail: _____

Authorization (Owner Signature): _____

(If applicant is not owner, applicant must submit notarized authorization from all property owners)

Project Name and Description: _____

Committee

- Administrative Committee \$50.00 (application fee)
- Planning Commission \$250.00 (application fee)

- The Site Plan Review Committee will review complete applications prior to review by the Planning Commission.

Plans need to include:

- Bountiful City will prepare labels and mail out the notice to all property owners within three hundred feet (300') of the subject property boundaries based on the most recent Davis County Tax Assessment records.

The fee for the preparation and mailing of notices has been added to the application fee. **Do not get labels from Davis County Records office, if you do, you will still be charged the entire fee on page 1.

****Items heard by the Administrative Committee do not require mailing labels.***

- Plans needed for a site plan review , two (2) full sized, and one (1) 11x17 copy and one (1) .PDF file, of the proposed site plan drawn at 1:10 scale or as required by the City Engineer and City Planner. A site plan shall include:

- A north arrow, the scale of the drawing, and the date of the drawing.
- Street names and addresses.
- Property lines with dimensions.
- All sidewalks, driveways, curbs and gutter, and parking areas.
- All existing easements, rights-of-way, and any other restrictions on the use of the property.
- Existing buildings, proposed buildings, and other significant features on the site.
- Existing buildings and significant features located on adjacent properties within 50 feet (50') of the subject property boundaries
- When required by the City Planner or City Engineer, and for all new construction, a survey including both existing and proposed contours of the land at intervals of two feet (2') or better.

- Typed responses to the following questions:

- How does your proposed project fit in with surrounding properties and uses?
- In what ways does the project not fit in with surrounding properties and uses?
- What will you do to mitigate the potential conflicts with surrounding properties and uses?

The application must be signed and notarized by each property owner or authorized agent(s).

Property Owners Affidavit

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner(s) of the property involved in this application: that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my (our) personal knowledge.

Owner's Signature

Owner's Signature (co-owner if any)

State of Utah)
 §
County of Davis)

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public: _____

Agent Authorization

I (we), _____, the owner(s) of the real property located at _____, in Bountiful City, Utah, do hereby appoint _____, as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and authorize the aforementioned agent to appear on my (our) behalf before any City board or commission considering this application.

Owner's Signature

Owner's Signature (co-owner if any)

State of Utah)
 §
County of Davis)

On the ____ day of _____, 20____, personally appeared before me _____ the signer(s) of the above *Agent Authorization* who duly acknowledge to me that they executed the same.

Notary Public: _____

South Davis Metro Fire Agency

Fire and Life Safety Inspection Report

Date: ___/___/___

Office of the Fire Marshal
P.O. Box 1547 Bountiful, UT 84011
801-677-2412, 801-677-2407

ID#: ___ - ___ - ___

Business Name:	Bus. Type:
Address:	City:
Business Owner:	Phone#
Emergency Contact:	Phone#
Property Owner	Phone#
Building Type:	Certificate of Clearance Yes <input type="checkbox"/> No <input type="checkbox"/> Conditional (see Comments) <input type="checkbox"/>

General	Compliance	Yes	No	N/A	Housekeeping	Compliance	Yes	No	N/A
Address Visible/Approved	505.1				Dispose of Waste Daily	304.1			
Unobstructed Hydrant/FDC	505.4				Vegetation Properly Cleared	304.1.2			
Knox Box	506.1				Oily Rags/Hot Ash Properly Disposed	2210.2.3, 305.2			
Fire Access Roads/Fire Lane	503.1				Fueled Equipment Properly Stored	313.1, 314.4			

Electrical	Compliance	Yes	No	N/A	Mechanical	Compliance	Yes	No	N/A
Elect. Boxes, Outlets Covered	605.6				Storage Clear of Eaves	315.3.1, 315.3.3			
Panel Access (30")/Labeled	605.3				Equipment Room Clear of Combust.	315.2.3			
Proper Extension Cord Use	605.5				Furnace & Water Heaters Vented	603.5, 603.6			
Proper Multi-Cord Use	605.4				Gas Meter Protected/Accessible	312.1.2			

Emergency Lighting	Compliance	Yes	No	N/A	Propane	Compliance	Yes	No	N/A
Means of Egress Illumination	1006.1				Approved Impact Protection	3003.5.2			
Emergency Power for Lighting	1006.3				Emergency Shutoff	2207.5.1			

Exits/Egress	Compliance	Yes	No	N/A	Sprinkler Systems	Compliance	Yes	No	N/A
Exit Doors Unlocked	1008.9				Inspection Tag *(USFM)	901.6			
Egress Reliability	1003.1				Storage 18" Below Heads	315.2.1			
Exit Signs	1011.1				System on and Monitored	901.6, 903.4			
Exit Signs Illuminated	1011.2				Riser Location/Valve Signs	509.1			
Exit Enclosures Clear Obstruct.	315.2.2				Hydraulic Design Information Sign	NFPA 13 10-5			
Proper Exit Door Swing	1008.1.2				Stock of Spare Sprinkler Heads	NFPA 13 3-2.9			
Proper Door Locking Devices	1008.1.9.3				FDC Access & Caps Assessable	NFPA 13 3-2.9			
Fire Doors Maintained	703.2				Special Extng. System *(USFM Tag)	904.1			

Extinguishers	Compliance	Yes	No	N/A	Storage	Compliance	Yes	No	N/A
Correct Number Type & Size	906.2				Compressed Gas Cylinders Secured	3003.3			
Current Inspection Tag *(USFM)	906.2				Attic/Concealed Spaces no Combust.	315.2.4			
Properly Mounted	906.9.1				Flammable/Combustibles in Cabinet	3404.1			

Fire Detection	Compliance	Yes	No	N/A	Hazardous Materials	Compliance	Yes	No	N/A
Smoke Detectors Installed	907.3				M.S.D.S., H.M.I.S Available	2701.2.1, 2701.5.2			
Inspect & Test Fire Alarm	907.9				Non-Smoking Signage	310.3			

Comments * USFM=Utah State Fire Marshal

Occupant Sign: _____ Inspector Name: _____ ID# _____

The issuance of this certificate implies only that a reasonable degree of fire safety exists at the time of the inspection. Any hazardous conditions and/or violations of adopted codes do not imply acceptance or approval of such conditions and/or violations.

Follow-up Inspection Annual Inspection Referred to Fire Marshal ___/___/___