



**Business License Application/Renewal Form
Home Occupations (Level I and Level II)**

Business Information:

Business Name: _____
Physical Address: _____, Mendon, UT 84325
Business Phone: _____ Website: _____
Email Address: _____

Owner Information:

Owner: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Email: _____

Applicant Information: (if different from owner)

Name: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Email: _____

Type of Home Occupation Business: Level I ☐ - or - Level II ☐

Briefly describe the business: _____

Please answer the following questions:

Y N Will the business operate from within the living portion of the home?
Y N If yes, will the business use more than 25% of the living portion of the home?
Y N Will the business operate from a separate building on the property?
Please list types of materials stored within the structure: _____

Y N Will the business involve more than one commercial vehicle?
Y N Will the business involve any type of commercial deliveries? If yes, about how many per week? _____
Y N Will the business have more than one on-site employee not related to the owner of the home?
Y N Will the business sell products or services on site that are not produced on the premises?
Y N Do you currently have a business license? If yes, what is the number? _____

New Application:

I certify this information is correct to the best of my knowledge.

Business Owner Signature

Date

Renewal Application:

I certify this information is correct to the best of my knowledge. I also certify there have been no changes to my business operations within the previous year which would cause my business to be reclassified.

Business Owner Signature

Date

For office use only

Amount Paid	Date	Business License #



Business License Procedures Home Occupations (Level I and Level II)

Application Procedures

All forms are available at <https://mendoncityutah.gov> or by emailing the City Clerk at cityclerk@mendoncityutah.gov. New applications and renewal applications can be submitted by one of the following methods:

- **Mail:** Mendon City Clerk, P.O. Box 70, Mendon, UT 84325
- **Drop box:** Place payment and completed application in a sealed envelope clearly labeled Attn: City Clerk. The drop box is located on the south side of the parking lot at the City Offices.
- **In person:** Bring into the Mendon City Offices during business hours.

See Zoning Ordinance Section 3.36 for home occupation classifications.

NEW Home Occupation Business License Applications:

Submit a completed Home Occupation Business License Application/Renewal Form and appropriate fee (see below).

RENEWAL Home Occupation Business Licenses:

Submit a completed Home Occupation Business License Application/Renewal Form and appropriate fee (see below).

- **Level I – Home Occupation**

Submit a completed Home Occupation Business License Application/Renewal Form and appropriate fee (see below). If the home occupation is a daycare/preschool, a fire inspection is required (with an additional fee).

- **Level II – Home Occupation**

Submit a completed Home Occupation Business License Application/Renewal Form and appropriate fee (see below).

Fees

- **Level I – Home Occupation: \$10 annual license fee.**

- NOTE: All daycare and preschool providers are required to obtain a fire inspection upon new start-up with an additional \$40 fire inspection fee. (Please include this amount with your license fee.)

- **Level II – Home Occupation: \$25 annual license fee.**

- **\$40 mandatory fire inspection fee upon new start-up. (Please include this amount with your license fee.)**
- NOTE: Additional fees may apply for Level II – Home Occupations as Conditional Use Permits may be required.

Business licenses are due for renewal each fiscal year throughout the month of June.

There will be a late fee of \$25 for all renewals received after July 1.

To schedule a fire inspection, contact the Mendon City Fire Department at mendonfire@gmail.com or text (435) 770-3587.

If operations have been terminated for this business, please complete and return the form on the following page.

Questions regarding these procedures may be directed to the Mendon City Clerk at cityclerk@mendoncityutah.gov or call (435) 753-3449.



Business Operation Termination

If the business of record is no longer in operation, please complete the information below and return this page to Mendon City by one of the following methods:

- **Mail:** Mendon City Clerk, P.O. Box 70, Mendon, UT 84325
- **Drop box:** Place payment and completed application in a sealed envelope clearly labeled Attn: City Clerk. The drop box is located on the south side of the parking lot at the City Offices.
- **In person:** Bring into the Mendon City Offices during business hours.

I, _____ (*Business Owner Name*), certify that

_____ (*Business Name*) ceased operation on/about
_____ (*Date*). As a result of the termination of business operations, a Mendon City
business license is no longer requested for this entity. I understand that if business operations are resumed either under
this business name or a different business name, a new Mendon City business license application and fee will be
required.

Business Owner Signature

Date

For office use only

Date	Business License #
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