



## **Home Occupation Permit Checklist**

Our Community Development Department has created this checklist to make the application process for a Home Occupation Permit as seamless as possible for you. Kyndal Sagers, our Zoning Administrator, is your main point of contact at [ksagers@springdale.utah.gov](mailto:ksagers@springdale.utah.gov) or (435) 522-4130. Additionally, other departments may review the application to ensure compliance with the Town Code. The checklist below is everything you will need to include in your application to ensure that it is a complete application.

### **Application Process**

Application for a home occupation permit is made online through the Town's permit application portal. You can access the home occupation permit application through this [link](#). You will need the following information to make an application. Please gather this information before making an application.

#### **Applicant Information**

Property owner's first and last name, telephone number, contact email, and mailing address.

Business Name

Site Address

#### **Site Information**

Location of proposed home occupation

Street Address

Parcel Number

Zone (if unsure, check the [GIS Map](#) or call the office)

#### **Home Occupation Description**

Briefly describe the proposed business, and how it conforms to the standards in section 10-22-6 of the Town Code

### **Attachments**

#### **Letter of Authorization**

Notarized statement of ownership or letter of authorization from the owner(s) of the property on which the use is proposed to be located

**Cover Letter**

Letter detailing how the proposed home occupation will meet the Home Occupation Standards

**Health Department**

Attach any permits required by the Health Department