

# MIDWAY CITY

Planning Office

75 North 100 West  
Midway, Utah 84049

Phone: 435-654-3223 x 106  
[mjones@midwaycityut.gov](mailto:mjones@midwaycityut.gov)

## Application for a Cottage Industry Business License Application Fee: \$65.00

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Please answer all questions – enter N/A if an item is not applicable

**Owner of Record:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Applicant (if different than Owner):** \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Business (please include a short description of your business): \_\_\_\_\_

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### FOR OFFICE USE ONLY

**STAFF:**

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

Received By: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

**PLANNER:**

Complete / Incomplete

Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

**PLEASE REVIEW THE STANDARDS FOR PERMITTED USE AND INITIAL NEXT TO EACH ONE:**

The Planning Director, or his/her/their designee, may consider, approve or deny an application for a permit for a cottage industry. All permit applications shall meet the following minimum conditions:

1. The cottage industry is permitted in the zone. (Initial: )
2. The cottage industry is incidental, secondary, and subordinate to the residential use of the dwelling unit. (Initial: )
3. The cottage industry is fully enclosed within the primary dwelling unit, is conducted entirely within such unit, and does not occupy more than five hundred (500) square feet or twenty-five percent (25%) of the total floor area of such dwelling unit, whichever is less. For the purposes of this Section, a garage, carport, patio, breezeway or any accessory building is not considered to be part of the dwelling. (Initial: )
4. There shall be no more than one (1) cottage industry per dwelling. (Initial: )
5. The site of the cottage industry is the primary legal residence of the person(s) conducting the cottage industry. No persons other than those legally residing on the premises shall be engaged in the cottage industry. (Initial: )
6. There shall be no construction of or alteration to the outside appearance of the building or premises which would suggest or give visible evidence of the conduct of such cottage industry. (Initial: )
7. There shall be no more than two (2) customer/client vehicles parked in connection with the cottage industry at any one time. (Initial: )
8. There shall be no exterior storage on the lot, parcel or tract of land of material, equipment, or commodities associated with the cottage industry, and there shall be no exterior or window displays for the cottage industry. (Initial: )
9. Space outside the dwelling, including the yard, may not be used to conduct business. (Initial: )
10. Vehicles larger than 10,000 pounds gross weight may not be operated to or from the premises and may not be parked on the property or adjacent streets. (Initial: )
11. The hours of operation for visitors, loading and delivery of materials shall be limited to between 7:00 a.m. and 8:00 p.m., Monday through Saturday. (Initial: )
12. Retail sales are limited to products created in the cottage industry or incidental items associated with the cottage industry such as hair care products in beauty salons, sheet music offered by an instructor, implements for knitting, and other similar items. (Initial: )
13. )
14. There is no use of electrical or mechanical equipment which would change the fire rating of the structure, necessitate a change from a single phase electrical service in the structure, create visible or audible interference in radio or television receivers, or which would cause fluctuations in line voltage outside the dwelling. (Initial: )
15. There is no offensive noise, vibration, smoke, dust, odors, heat or glare noticeable beyond the boundary line of the lot, parcel or tract of land due to the cottage industry which would exceed that normally associated with a dwelling or which does not comply with the Midway City Code, including Title 5. (Initial: )
16. The cottage industry must comply with all applicable city building and fire safety regulations and any requirements of other permitting agencies. (Initial: )
17. No signs shall be permitted for cottage industries in residential zones except one (1) identification plaque no larger than four (4) inches by six (6) inches affixed to the residence next to the client entrance door, which shall be for identification purposes only. (Initial: )
18. If the applicant is leasing the property, the applicant shall provide written proof to the City that the applicant has the landowner's permission to operate the cottage industry business. (Initial: )

**CONTINUING OBLIGATION OF THE APPLICANT:**

All Cottage Industry businesses shall be operated in compliance with the Midway City Zoning Ordinance and any conditions set forth. Upon approval of a cottage industry business, a license shall be obtained from the City and the license may be revoked or refused upon failure of the owner and/or operator to maintain the Cottage Industry business in accordance with the standards and requirements set forth at the time of approval. All licenses expire December 31<sup>st</sup> of each year, renewal fees should be paid by December 31; unpaid fees as of January 1 are subject to a 50% late fee per month. If fees are unpaid after March 1, businesses will be considered out of business and must reapply.

It is also the responsibility of the licensee to notify the City Office if they move, change their mailing address or close their business.

I have read the attached zoning information and certify that I am in compliance with the ordinance in operating a Cottage Industry business.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ALL APPLICABLE SIGNATURES MUST BE OBTAINED BEFORE A LICENSE IS ISSUED

City Planner \_\_\_\_\_ Date of Approval \_\_\_\_\_

Conditions of Approval \_\_\_\_\_

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Building Inspector \_\_\_\_\_ Date of Approval \_\_\_\_\_

Conditions of Approval \_\_\_\_\_

\_\_\_\_\_

Fire Marshall \_\_\_\_\_ Date of Approval \_\_\_\_\_

Conditions of Approval \_\_\_\_\_

\_\_\_\_\_

Health Department \_\_\_\_\_ Date of Approval \_\_\_\_\_

Conditions of Approval \_\_\_\_\_

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