

# Fairfield Town

Utah County, Utah

## Home-Based/Home Office Business Application

(Please Print)

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

New Business: \_\_\_\_\_ Change of Address: \_\_\_\_\_ Change of Business Name: \_\_\_\_\_ Other: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Business Name: \_\_\_\_\_ DBA Name: \_\_\_\_\_

Business Location Physical Address:

Description of Business: \_\_\_\_\_

Tentative Opening Date (If New): \_\_\_\_\_

EIN/Fed Tax # \_\_\_\_\_

Primary Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Website: \_\_\_\_\_

Proposed Hours of Operation: \_\_\_\_\_

Days of the Week:(circle all that apply) S M T W R F S

Number of employees (if any) that will be working in the home: \_\_\_\_\_

Daily Vehicle/traffic estimates (employees, deliveries, clients):

Number of clients or customers coming to the home during business hours: \_\_\_\_\_

Sign size and description (*must comply with FF sign requirements*):

Changes/additions to the home site? \_\_\_\_\_

Is adequate parking available if needed? \_\_\_\_\_

What type of equipment, materials, machinery, tools, chemicals, and/or merchandise stock are involved in the home-based business? \_\_\_\_\_

**Fire Safety Compliance:**

All home-based businesses are required to maintain basic fire safety in accordance with the International Fire Code, including but not limited to:

1. Clear and accessible exit.
2. Proper use and storage of any flammable materials.
3. Functioning smoke alarms.
4. Readily accessible fire extinguisher(s).

**Self-Inspection Option:**

If your home-based business **does not involve hazardous materials, customer traffic, or on-site employees**, you may complete a self-certification in lieu of a formal inspection:

**Home-Based Business Fire Safety Self-Inspection Checklist.**

Please review each item below and check all that apply. This checklist must be completed and signed if you are opting for self-inspection in lieu of a formal fire inspection.

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**General Fire Safety.**

- Smoke alarms are installed on each floor and are fully functional.
- A working fire extinguisher (minimum 2A:10B:C) is easily accessible in the business area.
- Extension cords are used only temporarily and are not daisy-chained.
- Power strips are UL-listed and not overloaded.
- Electrical panels are accessible with 3 feet of clearance.

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**Exits & Egress.**

- Pathways to all exits are clear of obstructions.
- At least one exit leads directly outside without going through another room.
- Exit doors are operable from the inside without special knowledge or keys.

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**Combustibles & Storage.**

- Flammable or combustible materials (e.g., paints, solvents, fuels) are stored in sealed containers and away from heat sources.
- No storage is placed within 18 inches of the ceiling (especially in rooms with sprinklers, if present).
- Combustible items are not stored near furnaces, water heaters, or other ignition sources.

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## Business Operations.

- The business does not involve open flames, welding, or heat-producing devices unless reviewed and approved.
- Cooking or food preparation (if part of business) uses residential-grade appliances only.
- Any use of chemicals complies with all product safety labeling and storage guidelines.

### **Certification:**

I have personally conducted a self-inspection of my home-based business and confirm that all applicable items above are in compliance. I understand that Fairfield Town reserves the right to conduct a formal fire inspection if necessary.

\_\_\_\_\_(initials) I certify that I have reviewed the fire safety checklist provided by the Town and confirm that my home-based business complies with all applicable fire safety requirements. I understand that the Town reserves the right to require a formal fire inspection at any time, including upon complaint or code enforcement review.

**Please review the application before submitting. Incomplete applications will be returned.**

## **Applicant's Agreement**

These forms, including any supplemental applications, are for a business license. The actual license will be issued only when the business complies with all local, state, and federal building codes, zoning codes, and conditional uses, and all inspections are completed and approved by the necessary Town departments.

It is unlawful for any person to engage in business within the Town without first obtaining a license. Business licenses shall not be transferred from one person to another.

I, the undersigned, do hereby acknowledge that the information contained in this application is public information and I also hereby agree to conduct said business strictly in accordance with all Fairfield Town codes governing such business and swear under penalty of law that the information contained herein is complete, truthful, and accurate to the best of my knowledge and current belief. I understand that falsifying any information on this application is grounds for denial and or revocation of this license, which shall be valid for a period from July 1st to June 30th. *I have read and understand the home-based business code, see FF Town Code Title 3, and agree to abide by the Fairfield Town Code and all applicable requirements.*

*Applicant signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## For Office Use Only

Date:      /      /

License #:

## Title

### Signature

Date