



## Home Occupation Businesses Daycares & In Home Instruction Information & Requirements

Office Use Only

(Pending) Business License Application Number: \_\_\_\_\_ Date of Application: \_\_\_\_\_

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

Highland City Development Code 3-4102 Permitted Uses and 3-614 Home Occupations details the additional requirements for business operations in residential zones specifically for Daycares and any in home instruction. Below you will find outlined those additional steps needed in order for your business to be in compliance and your license ultimately approved.

### DAYCARES

#### Utah State Requirements:

Utah State Health & Human Services requires daycare businesses to be licensed per [Utah Code R430](#), Health, Family Health and Preparedness, Child Care Licensing and R430-50 Residential Certificate Child Care. As part of this process, they will have you complete CCL background checks for covered individuals.

The state will require that you obtain a Highland City business license as part of their process. I will provide you with your pending business license number, but your Highland City business license won't be fully approved until we receive your license from the state. This happens after all state licenses, Utah County Health Department permits, and Lone Peak Fire Department fire inspections have been issued/approved.

#### City Requirements:

[Highland City Development Code 3-4102](#), item numbers **16 and 17** as well as [3-614 Home Occupations](#) detail directions on permitted uses specifically regarding Home Occupation businesses and Daycares accessory to a single-family dwelling. Municipal Code 5.08 refers specifically to home occupation licenses, which daycares are required to obtain in order to operate.

Highland City allows an exception in regard to employing additional caregivers under a home occupation business license who do not reside within the home provided certain conditions are met. Please answer the questions below to help staff determine eligibility:

- How many caregivers will you be employing under your license? \_\_\_\_\_
- How many off street parking spaces do you have available? \_\_\_\_\_
  - One off street parking space is required per employed caregiver.

- How many children are you planning to enroll? \_\_\_\_\_
- What are your hours of operation? \_\_\_\_\_
- Please provide a traffic flow and parking plan for Highland/Public Safety staff review.
- Please provide the background checks from the state for each covered individual.
- Please provide Utah County Health Department permit.
- Please provide Lone Peak Fire Department fire inspection report.
- Neighborhood notification process must be completed (as noted on the business license application).

## **IN HOME INSTRUCTION / RESIDENTIAL PRESCHOOLS**

### **Utah State Requirements:**

#### **City Requirements:**

[Highland City Development Code 3-4102](#), item numbers **16 and 18** as well as [3-614 Home Occupations](#) detail directions on permitted uses specifically regarding Home Occupation businesses and Daycares accessory to a single-family dwelling. Municipal Code 5.08 refers specifically to home occupation licenses, which daycares are required to obtain in order to operate.

Highland City allows an exception in regard to employing additional teachers/instructors under a home occupation business license who do not reside within the home provided certain conditions are met. Please answer the questions below to help staff determine eligibility:

- How many teachers/instructors will you be employing under your license? \_\_\_\_\_
- How many off street parking spaces do you have available?
  - One off street parking space is required per employed teachers/instructors
- How many children are you planning to enroll? \_\_\_\_\_
- What are your hours of operation? \_\_\_\_\_
- Please provide a traffic flow and parking plan for Highland/Public Safety staff review.
- Please provide Lone Peak Fire Department fire inspection report.
- Neighborhood notification process must be completed (as noted on the business license application).
- Background check reports (B.C.I.) are required **only for preschools** and must be provided for each teacher/instructor.
  - The B.C.I. report **must** be certified by the issuing state of the ID provided.
  - E.g. if your ID was issued in Utah, then the B.C.I. report must be certified from the state of Utah. If your ID was issued by Arizona, then the B.C.I. report must be certified from Arizona. **NO EXCEPTIONS!**
  - The background check **must** be dated no more than 180 days from application date. If your background check is older than six months, you will need to obtain a new report.