



RESIDENTIAL PRESCHOOL PLAN REVIEW

Community & Economic Development Dept. • 437 N Wasatch Dr. • Layton, UT 84041
Phone: (801) 336-3788 • Fax: (801) 336-3789 • www.laytoncity.org

BUSINESS INFORMATION

Business Name: _____ DBA Name (if applicable): _____
Business Address: _____ Apt # _____ City _____ State _____ Zip _____
Business Phone #: (_____) _____ Business Fax #: (_____) _____

APPLICANT INFORMATION

Applicant Name (First, MI, Last): _____
Street Address: _____ Apt # _____ City _____ State _____ Zip _____
Primary Contact Phone #: (_____) _____ Alternate Phone: (_____) _____

SITE PLAN REVIEW QUESTIONS

Please read and answer each item carefully. Failure to complete/respond to any questions will result in disapproval of application:

1. Number of preschool children (including the operator's natural, adopted, or foster children) per class: _____ (Not to exceed 12 at any one time)
2. Number of preschool instructors/supervisors: _____ (at least one (1) person 18 years of age or older per 12 children and living in the dwelling)
3. Total number of preschool classes held each day? _____
4. Hours classes will be held? _____ (not to exceed 4 hours per class)
5. Total square feet of interior area to be used : _____ square feet (min. 35 sq ft per child)
6. Total square feet of outdoor yard area: _____ square feet (min. 100 sq ft per child)
(Note: Preschools are not required to have a fenced yard)
7. Does the area within the home to be used for the preschool have two (2) separate means of egress (exits) which are arranged so that if one is blocked the other will be available? Yes No
8. Do closet doors latch in a manner which will permit a child to open the door from the inside? Yes No
9. Are bathroom door locks readily operable by the instructor/supervisor(s) from the outside? Yes No
10. Do smoke detectors comply with the latest edition of the building code and are in good operating condition? Yes No
11. Are all electrical outlets accessible to children protected or capped with safety devices? Yes No
12. Are all toxic, hazardous, flammable materials, medicines, firearms or other potentially hazardous materials locked away in a protected area? Yes No
13. Have all fireplaces, wood-burning stoves or open faced heaters been rendered inaccessible or protective guards installed to protect children from hot surfaces and open flames? Yes No
14. Has a minimum of one fire extinguisher with a rating of 2A-10BC been provided for each story of the preschool? Yes No
15. Does the preschool have a written emergency and/or disaster plan, which covers natural disasters, power failures, etc., which may pose a health hazard to the children posted in a conspicuous place? Yes No
16. Has a copy of the curriculum to be taught at the preschool been submitted to the City? Yes No
16. Has a floor plan of the home with measurements of the area where the children will be been submitted to the City? Yes No

COMPLIANCE STATEMENTS

Please read and initial each compliance statement (by initialing each box, you agree to comply with all of these provisions):

An educational facility operated on residential premises shall comply with the following requirements:

- Regularly providing an educational program for not more than 12 children at any one time (including the operator's natural, adopted, or foster children under six (6) years of age);
- Children are to be under six (6) years of age;
- Classes shall not be conducted for more than four (4) hours a day;
- Classes shall be operated between the hours of 8:00 a.m. and 6:00 p.m.;
- Instructors shall show evidence of knowledge in the field that they will be teaching;
- Instructors shall be licensed by the State of Utah if applicable;
- The facility shall provide at least thirty five (35) square feet of interior floor area and at least one hundred (100) square feet of outdoor play area for each child;
- Such use shall be defined a home occupation for purposes of Title 19 and be in compliance with all City Codes;
- Instructor shall specify the type of curriculum that will be taught and provide a copy of such to Layton City;
- The level of the home devoted to the preschool shall have a minimum of one (1) fire extinguisher with a rating of 2A-10BC mounted on the wall 48" from the floor and in a visible location. If questions regarding mounting location, verify with Fire Inspector during inspection;
- Closet door latches shall be such that children can open the door from the inside of the closet;
- Bathroom door locks shall be readily openable by the provider(s) from the outside;
- Smoke detectors shall be installed according to the latest edition of the adopted building code;
- Electrical outlets shall be protected or capped with safety devices;
- Toxic, hazardous, flammable materials, medicines, firearms or other potentially hazardous materials shall be locked in a protected area;
- Fireplaces, wood burning stoves, or open face heaters shall be inaccessible to children when in use. Portable space heaters are not permitted when children are on the premises; and
- Each home preschool shall have a written emergency and/or disaster plan posted in a conspicuous place which covers natural disasters, power failures, etc., which may pose a health hazard to the children. Evidence that an emergency drill has been conducted at least on a quarterly basis shall be provided to the Layton City Fire Department at the time of the yearly inspection.

APPLICANT'S AGREEMENT

I (applicant) swear under penalty of law that the information contained herein is true and correct to the best of my knowledge.

I certify that I understand the compliance statements outlined in this application and agree to abide by them at all times.

Applicant Signature: _____ **Date:** _____

Please Print Your Name: _____

OFFICE USE ONLY

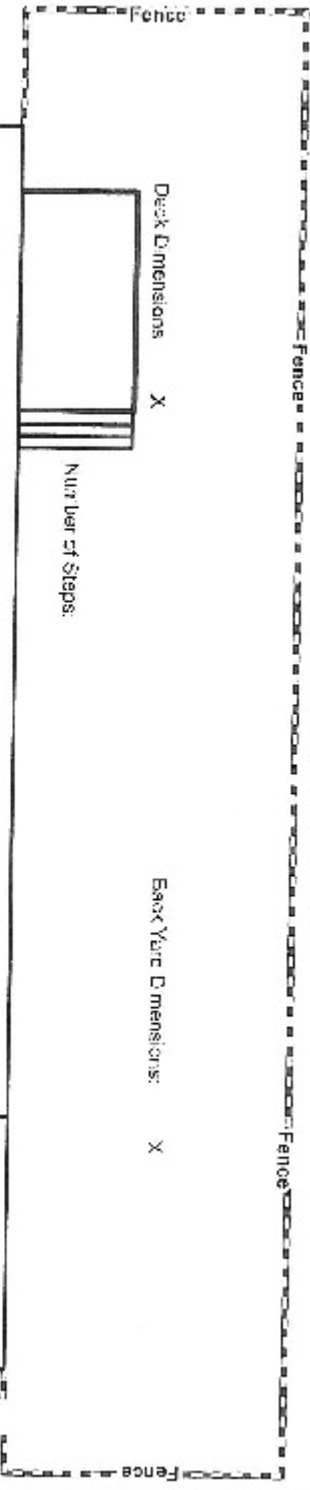
Site Plan Review: (initial) _____ Approved _____ Denied _____ Date _____

Fire Inspection: (initial) _____ Approved _____ Denied _____ Date _____

Zoning Inspection: _____ Approved _____ Denied _____ Date _____

Comments: _____

Pre-School Sample Site Plan



- Required Information from Applicant:**
1. Indicate all areas to be used for preschool (including dimensions of each space).
 2. Indicate dimensions of year area.
 3. Indicate location and direction of both (2) required exits.
 4. If more than one (1) floor is to be used, it then must be summarized in each floor identified. Remain floor: essentially second floor.



Number of Steps:

Front Yard

Garage



HOME OCCUPATION BUSINESS LICENSE APPLICATION

Community & Economic Development Dept. • 437 N Wasatch Dr. • Layton, UT 84041
Phone: (801) 336-3788 • Fax: (801) 336-3789 • www.laytoncity.org

LICENSE #

BUSINESS INFORMATION

Business Status (check all that apply): New Business Location Change Name Change Ownership Change
State Registration (check all that apply): DBA Sole-Proprietor Corporation Partnership Limited Liability Non-Profit

APPLICATION DATE: _____ TENTATIVE OPENING DATE: _____

BUSINESS NAME: _____ **DBA NAME:** _____

Has this name been registered with the State of Utah, Commerce Department? Yes No If no, please apply at <http://www.business.utah.gov/registration>

OWNER NAME: _____ **ADDITIONAL OWNER(S):** _____

LOCATION: Physical Address: _____ Apt./Unit #: _____
City, State, Zip: _____ Fax #: (_____) _____
Business Phone: (_____) _____ Cell Phone: (_____) _____
Email Address: _____

(If renting, you must provide a signed Layton City Property Owner/Manager Approval Of Business Form)

MAILING INFO: Address: _____ Apt./Unit #: _____

(if different) City, State Zip: _____

Have you previously operated a business in Layton City? Yes No

If Yes, Business Name: _____ Year(s): _____ Address: _____

TYPE OF BUSINESS: Wholesale Service Office/Professional Daycare/Preschool - # of Children ____ Other: _____

State Sales Tax #: _____ EIN/Federal Tax #: _____

State License # (DOPL): _____ State License (DOPL) Type: _____

Describe Your Business In Detail (attach additional sheet if necessary): _____

COMPLIANCE QUESTIONS AND STATEMENTS

A home occupation shall be considered an accessory use and shall meet all the following provisions (by initialing each box after reading and completing each section, you agree to comply with all of these provisions):

- The occupation shall be limited to members of the family who reside within the home. (No outside employees permitted to work within the home.)
Who will conduct the business? _____ Relationship to owner? _____
- The occupation shall involve the use of no more than one (1) room in the dwelling or the equivalent of twenty (20) percent of the ground floor area, whichever is greater.
What is the total living area of your home? _____sq. ft. What is the size of the room to be used? _____sq. ft.
- Home pre-school/daycare shall meet all state, City and building code requirements for the number of children allowed. If there are conflicts with any regulations, the more restrictive requirements shall apply. (See Layton City Residential Day Care Plan Review Packet)
- No home occupation shall carry on activities outside of the dwelling not normally associated with residential use, (except outside private swimming pools or tennis courts may be used for instruction and play areas for daycare/pre-schools).
- No portion of any home occupation shall be conducted in the attached or detached garage or carport section of the dwelling nor shall the use of any accessory building, yard space or storage be allowed. NOTE: Minimal storage is allowed within the same room as the business is to be conducted.
Please describe this storage: _____

COMPLIANCE QUESTIONS AND STATEMENTS CONTINUED....

- All outside home occupation activities shall be within fenced yard spaces.
- The occupation shall be conducted in such a manner that the average neighbor, under normal circumstances would not be aware of its existence.
- The occupation shall not be associated with noise, dust, odors, noxious fumes, glare or other nuisances' which are discernable beyond the premises. What are the hours of operation? _____
- No objectionable traffic or parking shall be allowed around the premises.
Will there be customers? Yes No How many per day? _____
Describe where customers will park: _____
- No occupation shall create a hazard by using flammable explosives or other dangerous materials.
- The occupation shall include no window displays and signage shall be limited to an identification sign which does not exceed four (4) square feet, located on a single wall or window.
Please provide signage dimensions and location (if one is desired): _____
- There shall be no [visible] display, nor stock in trade, nor employees.
- Vehicles associated with home occupation shall be limited as follows:
 - a. Two (2) passenger cars, vans or pick-up trucks; or
 - b. One (1) large truck not to exceed one and one half tons; [and] or
 - c. One (1) trailer located out of the right-of-way and behind the front setback of the residential structure
- This application shall be reviewed by the Community Development Director for approval. The decision may be appealed to the Board of Adjustment. Such appeal shall be applied for within 30 days of the Community Development Director's decision. If the Board of Adjustment approves the application, the Community Development Director shall issue a Home Occupation Permit.
- The Community Development Director may revoke the Home Occupation Permit for violation of any provision of this code (19.06.030).
- Inspections may be performed without notice to ensure compliance to this ordinance.

APPLICANT'S AGREEMENT

This form is an application for a business license. The actual license will be issued only when the business is in compliance with all local, state, federal, fire and building codes and all inspections are completed and signed off by the various City departments. Missing or incomplete information on this application may significantly increase approval time.

It is unlawful for any person either directly or indirectly to conduct or operate any business or nonprofit enterprise or to use in connection therewith any vehicle, premises, machine or device in whole or in part, without first obtaining a license to do so and without keeping such license in effect at all times during the conduct or operation thereof. (Layton City Municipal Code 5.04.020-1)

No business license shall be transferred from one person to another, nor from one location to another. (Layton City Code 5.04.130)

I, the undersigned, hereby agree to conduct said Home Occupation strictly in accordance with all Layton City codes governing such business, and swear under penalty of law that the information contained herein is true and correct to the best of my knowledge. I understand that to falsify any information on this application is grounds for denial and/or revocation of this license and other penalties as provided by law. I also acknowledge the responsibility to renew the Layton City business license within 15 days of my expiration date. A \$40 late fee will be assessed 16 to 45 days after expiration and a \$65 late fee will be assessed 46 days after expiration.

Applicant Signature: _____

Date: _____

Please Print Your Name: _____

OFFICE USE ONLY

Revised 01/05/10

Planning Division: _____ Approved _____ Denied _____ Date _____
Building Division: _____ Approved _____ Denied _____ Date _____
Licensing Officer: _____ Approved _____ Denied _____ Date _____
Zoning District: _____ Conditional Use Permit Required? Yes No
Reason/Comments: _____

Receipt #: _____ License # _____
Received By: _____ Date: _____
Amount: _____
Type of Payment:
 Cash Check # _____ Credit Card



Layton City Business Licensing
437 N Wasatch Drive
Layton, UT 84041
(801) 336-3788 Fax: (801) 336-3789 Email: businesslicensing@laytoncity.org

**PROPERTY OWNER/MANAGER:
PERMISSION/RECOMMENDATION FOR
APPROVAL OF A BUSINESS LICENSE
TO CONDUCT A HOME OCCUPATION ON RENTAL PROPERTY**

On this date _____ I, _____, the
(MM/DD/YYYY) (Your Name)

_____ give my permission for
(Indicate title: owner, manager, etc.)

_____ to conduct a _____
(Name of applicant/renter) (Nature of business)

business, based from the residential address _____.

I understand that the business must comply with all Layton City ordinances pertaining to conducting a Home Occupation. My permission does not grant the business applicant the right to violate any portion of the ordinances.

Signed: _____

Print Your Name: _____

Contact Phone #: (____) _____

Address, City, State, Zip: _____

BUSINESS LICENSE RESOURCES

ZONING

Contact your Layton City Community & Economic Development Department to ensure that your business location is properly zoned for your proposed use.

Place: 437 N Wasatch Drive, Layton

Phone: (801) 336-3760

Website: www.laytoncity.org

REGISTRATION OF A BUSINESS NAME

All persons doing business in Utah under an assumed business name must register with the Department of Commerce. For your convenience the State provides a One-Stop Online Business Registration.

Place: Heber Wells Building, 160 East 300 South, Salt Lake City

Phone: (801) 530-4849

Toll-Free: (877) 526-3994

Website: <http://www.commerce.utah.gov>

Utah Department of Commerce Website: <http://corporations.utah.gov>

DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING (DOPL)

Some businesses may require a special state license. (i.e., CPAs, cosmetologists, contractors, doctors, massage therapists, etc.)

Place: Heber Wells Building, 160 East 300 South, Salt Lake City

Phone: (801) 530-6628

Toll-Free: (866) 275-3675

Website: <http://dopl.utah.gov>

STATE SALES TAX NUMBER

For information on Sales and Use Tax Numbers or other applicable state taxes, contact the Utah State Tax Commission.

Place: 210 North 1950 West, Salt Lake City

Phone: (801) 297-2200

Place: 2540 Washington Blvd 6th Floor, Ogden City

Phone: (801) 626-3460

Website: www.tax.utah.gov

FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN)

If your business has employees or operates as a Corporation or Partnership, you must apply for an Employer Identification Number (EIN) using the Internal Revenue Service's Form SS-4.

Place: 50 South 200 East, Salt Lake City

Phone: (801) 799-6963

Place: 324 25th Street, Ogden

Phone: (801) 625-5583

Website: www.irs.gov

UTAH'S LABOR LAWS

For information on Wage and Hour Issues, Worker's Comp, Workplace Safety and more, contact the Utah Labor Commission.

Place: 160 East 300 South Suite 300, Salt Lake City

Phone: (801) 530-6800

Toll-Free: (800) 530-5090

Websites: www.laborcommission.utah.gov

DAVIS COUNTY HEALTH DEPARTMENT, ENVIRONMENTAL HEALTH SERVICES DIVISION

For food handler's permits or to request an inspection on a food establishment, nursing home or day care facility, contact the Davis County Health Department.

Place: 50 South State Street, Farmington

Phone: (801) 451-3296

Website: www.daviscountyutah.gov/health/environmental/default.cfm

UTAH DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL IDENTIFICATION (BCI)

Contact BCI for a criminal history disclosure.

Place: 3888 West 5400 South, Salt Lake City

Phone: (801) 965-4445

Website: www.bci.utah.gov

ALCOHOLIC BEVERAGE CONTROL

Contact the Utah Department of Alcoholic Beverage Control if you plan on selling any alcohol on premise.

Place: 1625 South 900 West, Salt Lake City

Phone: (801) 297-2200

Place: 2540 Washington Blvd, 6th Floor, Ogden

Phone: (801) 626-3460

Website: www.abc.utah.gov

TOBACCO / CIGARETTE SALES

The sale of cigarettes and/or tobacco requires a license from the Utah State Tax Commission.

Place: 210 North 1950 West, Salt Lake City

Phone: (801) 297-3540

Website: www.tax.utah.gov

BUREAU OF CHILD CARE LICENSING

Contact the Utah State Department of Health, Bureau of Child Care Licensing if you are planning to open a child care/day care facility in your home or in a commercial location.

Place: Northern Region Office, 1895 South State Street, Suite 200, Clearfield

Phone: (801) 525-1400

Toll-Free: (800) 883-9375

Website: <http://health.utah.gov/licensing>