



BUSINESS LICENSE

HOME OCCUPATION

Hinckley Town, Inc.
161 E 300 N - P.O. Box 138
Hinckley, UT 84635
435-864-3522 Fax 435-864-3341
www.hinckleytown.utah.gov
Email: clerk@hinckleytown.utah.gov

2026

Home Occupation Permit # _____

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

APPLICATION DATE: _____ TENTATIVE OPENING DATE: _____

BUSINESS NAME: _____

DBA NAME: _____

OWNER NAME: _____

ADDITIONAL OWNER(S): _____

LOCATION PHYSICAL ADDRESS: _____

City, State, Zip: _____

Parcel ID #: _____ Zoning: _____

Business Phone: _____ Cell Phone: _____ Fax: _____

Email Address: _____ Business Website: _____

MAILING INFORMATION

Address: _____

City, State, Zip: _____

Have you previously operated a business in Hinckley Town? ☐ Yes ☐ No

If yes, Business Name: _____ Year(s): _____

Address: _____

TYPE OF BUSINESS

☐ Wholesale ☐ Service ☐ Office/Professional ☐ Salon/Daycare/Preschool - # of Children _____

☐ Other: _____

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

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

Contractor License (s) #: _____

Average # of Employees _____

Describe Your Business in Detail (Attach additional sheet if necessary) _____

BUSINESS LICENSE

FEES

Select Licenses are
exempt from paying a
licensing fee.

If your business is
exempt the following
fees may apply:

New Home Occupation Permit
Application Fee.....\$10.00

No Fee for Renewing A Home
Occupation Permit

CONDITIONS

The applicant agrees to the following proposed use conditions:

(By initialing each box after reading and completing each section, you agree to comply with all of these conditions):

- ☐ The home occupation shall not include outdoor storage, outdoor display of merchandise, nor parking/storage of any vehicle in excess of twelve thousand pounds (12,000 lbs) gross vehicle weight.
- ☐ The home occupation shall not include identifying signage in excess of a six (6) square foot name plate.
- ☐ The home occupation is limited to the on-site employment of immediate family members who occupy the dwelling.
- ☐ The home occupation shall not alter the residential character of the premises or unreasonably disturb the peace and quiet, including radio and television reception, of the neighborhood by reason of color, design, materials, construction lighting, sounds, noises, or vibrations.
- ☐ The home occupation shall not occupy more than twenty-five percent (25%) of the main floor of the dwelling nor more than fifty (50%) percent of the floor area of any garage or outbuilding in which the use is conducted.
- ☐ The home occupation shall not generate business-related vehicular traffic in excess of three (3) vehicles per hour.
- ☐ The home occupation shall not cause a demand for municipal services in excess of that associated with normal residential use.
- ☐ The home occupation shall be enclosed within a structure in complete conformity with international building codes as adopted by the Town.
- ☐ The home occupation is not any of the following:
Mortuary; Animal Hospital; Commercial Kennel; Hospital; RV Service; Junkyard; Auto Repair Service where more than one client's vehicle shall be on the premises or parked on the public right of way at any given time. Additional vehicles shall be impounded; Public Stable; Adult Oriented Business.
- ☐ Home pre-school/daycare shall meet all state, local and building code requirements for the number of children allowed. If there are any conflicts with any regulations, the more restrictive requirements shall apply.

NON-COMPLIANCE

Any Home Occupation Permit shall be revoked by the Commission upon violation of requirements of Hinckley Town Code, Title 10, Chapter 14, or upon failure to comply with any of the conditions or limitations of the permit, unless such violation is corrected within seventy-two (72) hours of receipt of written notice thereof. A permit may be revoked upon the second violation of the requirement of this Chapter, notwithstanding compliance to the violation notice.

The Town shall have authority to place necessary restrictions to protect the public health, safety, and welfare in the issuance of a Home Occupation Permit.

APPLICANT'S AGREEMENT

This form is an application for a Home Occupation Permit / 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 Town departments. Missing or incomplete information on this application may significantly increase approval time.

It is unlawful for any person to transact, engage in or carry on any business, trade, profession, or calling or to operate a vending pinball or coin-operated machine without first receiving the class or type of license

required by the Town.

The Town shall not be required to issue a business license to any person when operation of the business for which application is made would constitute a use not permitted under the Zoning Title for the Town, nor does issuance of a business license by the Town constitute a waiver of any zoning violations, nor does such issuance waive any valid zoning requirement.

No business license shall be transferred from one person to another or from one location to another.

I, the undersigned, hereby agree to conduct said Home Occupation strictly in accordance with all Hinckley Town 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 Hinckley Town business license on or before the expiration date of said business license.

Applicant Signature: _____ Date: _____

Please Print Your Name: _____

OFFICE USE ONLY

Any new Business License Application will go to the Hinckley Town Planning Commission and then to the Hinckley Town Council. The Planning and Zoning Commission meets on the second Wednesday of each month. The Hinckley Town Council meets on the first and third Thursday of each month.

Planning Commission: _____ Approved _____ Denied Date: _____

Town Council: _____ Approved _____ Denied Date: _____

Parcel ID# _____ Zone _____ Conditional Use Permit Required? ☐ Yes ☐ No

Letters sent to all property owners within a radius of (300) three hundred feet of the requested Conditional Use. Date: _____

Reason/Comments: _____

Receipt #: _____	License #: _____
Received By: _____	Date: _____
Amount: _____	
Type of Payment:	
☐ Cash	
☐ Check # _____	
☐ XBP # _____	
☐ This Business is exempt from paying the annual business licensing fee but is subject to paying a fee for a printed Business License Certificate if requested by business owner.	