

River Heights City

HOME OCCUPATION APPLICATION INSTRUCTION

1. Obtain a copy of River Heights City Home Occupation Ordinance #97-03 and a Home Occupation Application Form at the River Heights City Offices, 520 South 500 East, during regular business hours or by calling 752-2646, or from <http://riverheights.ulct.org/>.
2. Read the Home Occupation Ordinance carefully to determine if your home business meets the necessary licensing guidelines.
3. Return the completed Home Occupation Application Form to River Heights City for review by the City Recorder who will determine if your proposed home business meets River Heights City Home Occupation guidelines as outlined in city Ordinance #97-03.
4. If your home occupation license request is approved and annual fee of \$25.00 must be paid to River Heights City before a Home Occupation License will be issued.
5. If your home occupation license request is denied you may complete the section on your Home Occupation Application Form requesting that your proposed business be reviewed by the River Heights City Council for the possible issuing of a Conditional Use Permit. A \$10.00 processing fee will be charged at this time.
6. Once you have completed the request for a conditional use permit, including the signatures of neighbors within 300 feet of the proposed business, the City Recorder will schedule time before the River Heights City Council for a review of and decision regarding the request.
7. The signature of the River Heights City Mayor must be included on the conditional use form. Once it has been approved a \$25.00 annual fee must be paid in order for a Non-conforming Home Occupation License to be issued.
8. The condition use permit must be renewed each year before January 1 and may require a yearly review by the River Heights City Council.

Fee Information	
<u>Home Occupation</u>	<u>Non-Conforming Home Occupation</u>
\$25.00 Annual License Fee	\$10.00 Annual Application Processing Fee \$25.00 Annual License Fee
<b><i><u>All Home Occupation Licenses must be renewd by January 1 of each year at which time all annual fees must be paid.</u></i></b>	