



1979 W 1900 S  
Syracuse, UT 84075  
Phone: 801-614-9626  
Email: [hdavies@syracuseut.com](mailto:hdavies@syracuseut.com)  
[www.syracuseut.com](http://www.syracuseut.com)

**SYRACUSE**  
EST. CITY 1935



Online Business Registration

[osbr.utah.gov](http://osbr.utah.gov)



OneStop Business Registration is the most convenient way to register your business in Utah. Fully accessible 24 hours a day, 7 days a week.

## HOW TO OBTAIN A BUSINESS LICENSE

**ALL BUSINESSES** will need to **register** their **Business Name** with the state. This can be done at the Department of Commerce. Fees range from \$22.00 to \$52.00 and are non-refundable.

Place: Heber M. Wells Building  
160 East 3<sup>rd</sup> South, Salt Lake City  
Phone: 801-530-4849  
Website: <http://www.corporations.utah.gov/>  
OneStop Registration Website: <https://secure.utah.gov/osbr-user/user/welcome.html>

**Sales Tax:** IF YOU ARE A BUSINESS THAT WILL BE COLLECTING SALES TAX (YOU WILL BE SELLING OR RESELLING PRODUCTS TO CONSUMERS), you will need to get a sales tax number from the Department of Commerce. You can go into their office or register online.

Place: Utah State Tax Commission  
210 North 1950 West, Salt Lake City  
Phone: 801-297-2200  
Website: <http://www.tax.utah.gov>

### Types of Businesses:

**Home Occupations:** The business license official can help you determine if your business is **Minor** or **Major** in nature.

**Minor Home Occupation:** A Minor home occupation is a business conducted in a home that has minor or low offsite impact on a neighborhood. To obtain this license, an applicant needs to register their business name with the Department of Commerce and get a sales tax number if collecting sales tax. Fill out a business license application and pay the appropriate fees. **Certain home-based businesses may be exempt from licensing fees**, but are still required to register to conduct business within the City. Your application will be reviewed in detail by the Business License Official to determine whether the exemption applies to your business. It is important that you be very specific under the description of your business on the application to help with this determination.

**Major Home Occupations:** A Major home occupation is a business conducted in a home that has potential for impact on the neighborhood. Fill out a business license application and pay the appropriate fees. This license requires approval from the Planning Commission, and the Commission may impose conditions on your business to reduce your impact on the neighborhood. Fill out a conditional use application and pay the required fees. You will be notified of the date and time that you will be on the Planning Commission agenda. The Zoning Administrator will contact you to go over the home occupation ordinances and possibly meet with you on site. You will also need to register your business name with the Department of Commerce and get a sales tax number if you will be collecting sales tax. Home occupation licenses are renewed annually on or before December 31<sup>st</sup>. License fees are not pro-rated.

**Commercial Businesses:** Commercial businesses are businesses conducted in the commercially zoned areas of the city. The Zoning Administrator or Business License Official can provide information on zoning for your proposed site. To obtain a license, register your business name with the state and get a sales tax number if you will be collecting sales tax. Once the Zoning Administrator has approved your business in a commercial zone site, you may apply for a business license and pay the commercial business license fee. A fire inspection must be completed by the City Fire Department before a business license is issued. Your business may also require an inspection from the Health Department. Any remodeling or Building Department questions, contact 801-614-9670.

**Temporary Merchants:** This is for a business that is temporary or seasonal in nature. You will need to register your business name with the state and obtain a temporary tax number. For a temporary tax number you can call the Dept. of Commerce Special Events Collection Division at: 801-297-6303. You will need to submit a site plan for your proposed business that indicates where you will set up your temporary business, also indicating off street parking, and a letter from the property owner

giving permission to use their property. The Zoning Administrator will then look at the proposed site and see if it will work with zoning and city regulations. You must be approved for every site from which you wish to do business. Once approved by the Zoning Administrator, you will need to pay the business license fees. Temporary Merchants are also required to have a Health Department inspection if they are selling food. A Fire Department inspection will be required of firework stands.

**Other Possible Requirements with Application:**

**Professional License:** A professional license will need to be obtained from the state for certain professions, i.e., CPA's, Doctors, Contractors, Beauticians, Nail Technicians, Handymen, etc.

Place: Heber M. Wells Building  
160 East 3<sup>rd</sup> South, Salt Lake City  
Phone: 801-530-6628  
Website: <http://www.dopl.utah.gov>

**Health Dept. Inspection:** All businesses dealing with food that is served to the public will need to be inspected by the Davis County Health Department or Department of Agriculture and Food before a business license can be obtained. This also includes preschools provided in a home or commercial site.

Place: Davis County Health Department  
22 South State Street, Clearfield, Utah 84015  
Phone: 801-525-5000  
Website: <http://www.daviscountyutah.gov/health>

Place: Utah Department of Agriculture & Food 350  
North Redwood Road, Salt Lake City  
Phone: 801-538-7100  
Website: <http://www.ag.utah.gov>

**Fire Inspection:** A fire inspection is required on all commercial businesses, day cares and preschools. A fire inspection may also be required on a home occupation that involves hazardous or combustible materials. To schedule a fire inspection, please call the Fire Department at 801-614-9614.

**Child Care Licensing:** Residential child care of not more than 16 children may be allowed by conditional use permit in residential zones. A provider who cares for 5 to 8 children must obtain a State Residential Child Care Certificate. A provider who cares for 9 or more children shall obtain a State license.

Place: Child Care Licensing, Salt Lake Region Office  
3760 South Highland Drive, Room 403, Salt Lake City, UT 84106  
Phone: 801-273-6617  
Website: <http://www.health.utah.gov/licensing/>

**Checklist to obtain a business license:**

- \_\_\_\_\_ Register business name with the State of Utah Department of Commerce
- \_\_\_\_\_ Obtain sales tax number from the Utah Department of Commerce
- \_\_\_\_\_ Conditional Use Permit (requires Planning Commission approval)
- \_\_\_\_\_ Professional State License (CPA, Doctor, Contractor, Beauticians, Nail Tech, Daycare, etc)
- \_\_\_\_\_ Health Department Inspection (if required)
- \_\_\_\_\_ Fire Inspection (if required)
- \_\_\_\_\_ Police Forms, Background Checks (if required)
- \_\_\_\_\_ Special Event temporary sales tax number (Call 801-297-6303 to obtain)
- \_\_\_\_\_ Site plan & letter from property owner (if required)
- \_\_\_\_\_ Low Impact Home Occupation - *Exempt from Business License Fee*
  - New Application Submittal \$25.00 (Renewal with Printed License \$25.00)
- \_\_\_\_\_ Business License fee(s) in the amount of:
  - Major Home Occupation \$100.00
  - Commercial Business \$100.00 - \$350.00 (*based on sq. ft.*)
  - Temporary Commercial (valid 6 mo.) \$50.00 (Seasonal, Food Trucks & Firework Stands)

**If you have any questions, please call Business Licensing at 801-614-9627 or check out the 'Doing Business' tab on [www.syracuseut.com](http://www.syracuseut.com) for more information and forms**



# SYRACUSE CITY BUSINESS LICENSE APPLICATION

Syracuse City Community & Economic Development • 1979 W 1900 S, Syracuse UT 84075  
801-825-1477 or 801-614-9626 • website: [www.syracuseut.com](http://www.syracuseut.com)

OFFICE USE ONLY

License # \_\_\_\_\_

## BUSINESS INFORMATION

Name of Business: \_\_\_\_\_ DBA: \_\_\_\_\_  
 Is your business registered with the Department of Commerce? Yes \_\_\_ No \_\_\_ **Currently Active?** Yes \_\_\_ No \_\_\_  
 If No, please register at [www.business.utah.gov/registration](http://www.business.utah.gov/registration)  
 State Entity # \_\_\_\_\_ - Sales Tax ID # \_\_\_\_\_ - STC EIN/Federal ID # \_\_\_\_\_ - \_\_\_\_\_  
 State Professional License or DOPL # \_\_\_\_\_ - Website/Facebook: \_\_\_\_\_  
 Business Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 Mailing Address if different: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Desired date of opening: \_\_\_\_\_ Number of employees other than self \_\_\_\_\_  
 Type of business: Sales \_\_\_ Service \_\_\_ Office/Professional \_\_\_ Contractor \_\_\_ Child Care \_\_\_ Other \_\_\_\_\_  
 If a Commercial business, square footage of building used for Business: \_\_\_\_\_  
*Describe operation of your business in detail: (Including description, hours and days of operation, customers, parking, etc)*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Business Type**
- Commercial
  - Home Occupation
  - Sole Proprietor
  - Corporation
  - Partnership
  - LLC
  - Non-Profit
  - Exempt

Any business information provided to the City becomes property of Syracuse City and is public record

## APPLICANT INFORMATION

Owner Name: \_\_\_\_\_ Owner Phone (other than business): \_\_\_\_\_  
 Owner address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Birth Date: \_\_\_\_\_ Driver License: \_\_\_\_\_ State: \_\_\_\_\_ SSN: \_\_\_\_\_ Years lived in Utah: \_\_\_\_\_  
**Email:** \_\_\_\_\_ Are you the property owner? Yes \_\_\_ no \_\_\_  
 Additional Owner Name: \_\_\_\_\_ Owner Phone (other than business): \_\_\_\_\_  
 Owner address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Birth Date: \_\_\_\_\_ Driver License: \_\_\_\_\_ State: \_\_\_\_\_ SSN: \_\_\_\_\_ Years lived in Utah: \_\_\_\_\_  
 Email: \_\_\_\_\_ **Are you the property owner?** Yes \_\_\_ No \_\_\_ (please attach additional sheet if more owners)

## APPLICANT AGREEMENT

This form is an application for a business license. The actual license will be issued only after this business is in compliance with all City, State, Federal, fire and building codes and ordinances and all inspections are completed and approvals given. Missing or incomplete information on this application may significantly increase the time needed for approval. This application will expire six months after the filing date if all inspections have not been completed and approvals granted. Operating without a Business License is a Class B Misdemeanor, with each day of noncompliance constituting a separate violation.

I, the undersigned, hereby agree to conduct said Business strictly in accordance with all Syracuse 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 an applicable license and issuance of any other penalties as provided by law. I acknowledge my responsibility to renew my Syracuse City Business License and pay any and all late fees, if applied.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Consent to list your Business in the Syracuse City Business Directory? Yes \_\_\_ No \_\_\_ Would you like to be featured as Business of the Month? Yes \_\_\_ No \_\_\_**

## FOR OFFICE USE ONLY

Business License Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ By \_\_\_\_\_  
 Business License fees are found in the City Consolidated Fee Schedule on the City website. [www.syracuseut.com](http://www.syracuseut.com)  
 ZONE: \_\_\_\_\_ PARCEL ID: \_\_\_\_\_ CUP Type: Major \_\_\_ Minor \_\_\_  
 Conditional Use Permit required? Yes \_\_\_ No \_\_\_ Permit Fee \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

### Departmental Review

Fire Dept: \_\_\_\_\_  
 Building Dept: \_\_\_\_\_  
 Planning Dept: \_\_\_\_\_

Comments:

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## HOME OCCUPATION COMPLIANCE STANDARDS AND AGREEMENT

All Home Occupations shall be secondary and incidental to the residential use of the property and conducted so that neighbors under normal conditions would not be aware such businesses exist.

Businesses conducted in a residential zone are classified as either a Minor Home Occupations or Major Home Occupations. Please refer to Ordinance 10-7-040 for a list of occupations allowed within a residential zone. Minor Home Occupations are reviewed by the Land Use Administrator in the Community Economic Development Department. Major Home Occupations require a Conditional Use Permit that is reviewed by the Syracuse City Planning Commission. All Home Occupations may be subject to additional conditions as deemed necessary in order to mitigate.

By initialing each box, after reading and completing each section, you agree to comply with all of these provisions.

- This application must be signed by the home owner. If renting, please acquire the proper signature(s) prior to submitting.
- I own the home.  I am renting the home.  I am purchasing the home.
- Changes or modifications to the outside appearance of the dwelling, to expressly accommodate the commercial use in the home, are not permitted.
- The sale of commodities is permitted if delivered to customers, if the retail sale of products and/or services at the home generates no more than two customers or patrons per hour.
- Will there be more than 2 customers/patrons per hour coming to the home?  Yes  No  No Customers coming to the home  
**(If yes, please indicate all off-street parking spots available as well as a drop-off/pick-up plan for your business. Create a customized site plan on separate sheet.**
- No more than 30 percent of any one floor may be devoted to the Home Occupation and/or storage of stock in trade (Child Care may use a larger percentage of the home.)
- What is the total square footage of the **floor/level** on which your business is located? \_\_\_\_\_  
•What is the square footage of the **room(s) to be used**? \_\_\_\_\_
- Yard space or activity outside the residence may not be used for the occupation unless it is customarily found in neighborhoods and does not adversely impact its residential nature.
- The Home Occupation may store inventory or supplies within the garage of an accessory building as long as the garage still functions for parking as many vehicles as specified at the time of construction. The home occupation shall not store outside any type of material used for the business.
- Signs must comply with the regulations as permitted in chapter 10-45-050 of the City's Sign Ordinance Code. City Ordinance allows a total of two signs not to exceed 4 square feet each, as either a window and/or on premise permanent sign.
- Do you wish to have a sign for your business?  Yes  No
- Only one vehicle and trailer associated with the Home Occupation, not exceeding 10,000 pounds gross vehicle weight are allowed. Said vehicles *must* be parked off-street, in compliance with residential off-street parking standards, and may not be stored on any street adjacent to, or near the premises, Business owners may not intentionally station, position, or park an occupational vehicle or trailer in any manner on private property so as to advertise, promote, or draw attention to products, services, events, or other similar purposes at the home owner's residence, (by way of illustration and not limitation, this prohibits the storage or parking of business vehicles, such as: limousines, service or work vehicles [snow plow/landscape/maintenance trucks, etc], delivery or contractor vehicles, equipment, and trailers used to transport same.)
- Will your business have a vehicle and/or trailer?  Yes  No If so, will it exceed 10,000 lbs gross weight?  Yes  No
- This Home Occupation shall not allow employees, other than those living in the dwelling, to come to work at the home or to park vehicles at the home to go to a job site. The only exception is that one additional person may be employed as a second adult for a daycare, secretary, apprentice, or assistant where there are no more than five family members actively engaged in the home occupation. An additional off-street parking space shall be provided.
- Do you have any employees who do not live with you?  Yes  No
- Any person residing within the dwelling or employed from out of the dwelling shall not have a conviction of any crime, identified in Section 77-27-21, Utah Code Annotated 1953, or any other sexual crime against another person. Employees and everyone 18 years of age or older in the household shall provide a criminal background clearance through the Utah Bureau of Criminal Identification prior to any contact with the children attending such **daycare and/or preschool**.
- Have you and any **daycare and/or preschool** employees provided a current BCI Criminal Background Check?  Yes  No

- This Home Occupation shall generate no greater vehicular traffic or parking than commonly associated with the neighborhoods and does not adversely impact its residential nature.
- Storage of explosive or combustible materials anywhere on the premises is strictly prohibited. This home occupation shall not unreasonably disturb the peace and quiet of the neighborhood, including but not limited to: interference of radio, television, or other electronic reception by reason of design, materials, construction, lighting, odor, dust, sounds, noise, vibrations, vehicle, parking, and general operation of the business.
- Home Occupations shall not hold promotional meetings, for the purpose of selling merchandise or taking orders, more than once per month.
- No more than four garage, basement, yard, or other similar sales are permitted each year; with each sale lasting no more than 72 hours.
- This Home Occupation shall conform completely with all City and State codes, including fire, building, plumbing, electrical and health codes as well as business license regulations, and shall have periodic inspections if required by these codes.
- This Home Occupation shall not create a demand for municipal or utility services or community facilities in excess of those usually and customarily provided for residential uses.
- The installation of any equipment, fixtures, plumbing, or electrical wiring incompatible with a residential area by reason of excessive noise, utility usage, waste production, or broadcast interruption, etc., shall not be permitted.
- The Land Use Authority may review and revoke any home occupation license upon finding a noncompliance with this Section. Inspections by the City may occur as necessary to assure conformance with these regulations.
- Disabled individuals may obtain a waiver through the Land Use Administrator to allow such persons to become self sufficient.
  - Do you request a waiver?  Yes  No
- The City may place additional restrictions on a home occupation relating to hours of operation, parking, traffic, or other matters as it deems necessary to mitigate impacts on the neighborhood and the City in General.
- A business license is valid for only the original applicant and is not transferable to any other resident, address or occupation. Upon termination of the applicant's residency, the license shall become null and void.
- Site Plan - Using separate pages, draw the area inside your home used for business, indicating walls, windows and entryways with measurements and a site plan of your yard, home and parking for business customers.
- \* Fee Exemption - Utah Code 10-1-203 - Home Based businesses that have no material offsite impact in addition to the impacts of the primary residential use. Businesses are still required to renew their license with the City annually, as well as all other licensing requirements. *I affirm my business meets the requirements for fee exemption. Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

## PROPERTY OWNER CONTACT INFORMATION & CERTIFICATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I as property owner, hereby certify that I am aware of and give permission for this business to operate from home. I also certify that all portions of my home are legal, with any and all appropriate building permits submitted and paid for, and inspections complete, (if you have any questions regarding this certification, please contact the Building Department at 801-614-9670)

**Property owner signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## APPLICANT CERTIFICATION

I CERTIFY THAT ALL THE INFORMATION ON THIS HOME OCCUPATION COMPLIANCE AGREEMENT IS TRUE AND CORRECT.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print your name: \_\_\_\_\_



## Syracuse City

**FIRE:** 1869 S 3000 W, Syracuse Utah 84075 801-614-9614

**BUILDING:** 1979 W 1900 S, Syracuse Utah 84075 801-614-9670

### Self-Inspection Worksheet

Certain home businesses in Syracuse City do not require an on-site inspection. Qualifying home businesses can complete the following self-inspection in lieu of the on-site inspection by the City Inspector in order to obtain a home business permit. To qualify for the self-inspection the business must meet all of the following criteria:

1. The only employees working at the residence reside at the residence.
2. There are no customers, or only an occasional customer who enter the home as part of the business operation.
3. The business operation is conducted within the residence and not in any detached building on the premise.
4. No product will be stored on site except for demonstration of the product.

**The following are examples of businesses that do not qualify to use the self-inspection worksheet in order to obtain a home business license; any child care or preschool; any beauty or barber shop home base business.**

**This business qualifies for a self-inspection as defined above.**       YES       NO

If not, contact the Syracuse City Building Department 801-614-9670 to schedule an inspection.

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Business Name:

Business Owner:

Phone:

Business Address:

Business Description:

**Directions:** Respond to the following questions as you do a walk-through of the home. Mark the appropriate circles. All items marked **No** must be corrected and marked **Yes** before returning this form. Please sign and return the form to the above office. Mobile businesses will require the possession of an adequately tagged fire extinguisher to be with mobile equipment. If you have questions or need assistance in completing this form please contact the fire department.

- Are the address numbers on the home and are they visible from the street?  Yes  No
- Is the yard around the home free from combustible debris and weeds?  Yes  No
- Does your electrical panel(s) have a 30" wide by 36" deep clearance of space around it?  Yes  No
- Are all circuit breakers and/ or fuses properly labeled? (Location of area in house)  Yes  No
- All electrical outlets, switches & junction boxes have cover plates?  Yes  No
- Are extension cords only used for temporary purposes?  Yes  No
- Multi plug adapters are not plugged into each other for additional outlets?  Yes  No
- All storage / housekeeping are neat & orderly?  Yes  No
- Are combustible materials separated from household heat sources?  Yes  No  
(Example: boxes and clothing separated from water heaters, furnaces, wall heaters, etc.)
- Is there a fire extinguisher(s) rated at a minimum 2A-10BC in the home?  Yes  No
- Are all smoke detectors tested and have the batteries changed semi-annually?  Yes  No
- Is your water heater secured with seismic straps? (2)  Yes  No

Would you like to talk to a Fire Department representative?  Yes  No

Would you like to talk to a Building Department representative?  Yes  No

Pursuant to Utah Code Annotated §78B-5-705 (2008) I declare under criminal penalty of the State of Utah that the foregoing is true and correct.

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Syracuse City Inspector:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Mail to: 1979 W 1900 S, Syracuse UT, 84075 Attn: Business License Department*





**Applicant to read and check each box to acknowledge an understanding of all requirements:**

- Complete and sign Conditional Use Permit application form
- Pay application and any applicable noticing or mailing-list generation fees
- Provide scaled drawings of site plan and any other applicable drawings
- Acquire an approved Building Permit after conditional use approval, if applicable

**Scaled Drawings**

Site plans shall be drawn to not less than 1 inch equaling 40 feet and include the following, when applicable:

- Name, address, and phone number** of property owner as well as engineer or agent
- Boundaries and dimensions of property**, with adjacent **public street(s)** identified, and measurements of **setbacks** and **distances** between, and **dimensions** of, existing and proposed structures on site as well as existing structures, 200 square feet or greater, within 50 feet on adjacent properties
- Easements**, existing and proposed.
- Required landscaping, open space, or park space**
- Off-street parking**-location, layout and number of stalls
- Fences or walls**-location and height

In addition to the required Site Plan, some conditional use applications require the following information:

**Accessory Structures:**

- Elevation drawing that shows exterior materials/color of design finish for both proposed structure and home, roof structure and its height from top of wall plate to peak, and measurement(s) of wall height(s); square footage of rear yard (width x depth from back of home to rear property line); and proposed use of structure.
- Approvals from utility companies to encroach into recorded public utility easement, if applicable

**Apiary:**

- Location and number of hives and the dedicated water source.
- Flyways if any colony is situated within 25 feet of any property line and the yard is not contained with a 6' solid fence.

**Cluster Subdivision:**

- Home Owners Association bylaws for maintaining open space, landscaping plan, and building-design standards

**Daycare:**

- Proposed number of children at the residence
- Provide proof of licensure from the Utah Department of Health, Bureau of Licensing, obtain a Syracuse City Business License.
- Provide a criminal background clearance for all employees and persons residing in the home age 18 or older.
- Floor Area-include location and dimensions of proposed use and applicable storage.

**Dog Kennel:**

- Provide proof of licensing for each dog from Davis County Animal Control
- Location of all pens, runs, shelters, or similar structures housing dogs.
- Location of all neighboring or abutting dwellings

**Home Occupation:**

- Please refer to the Home Occupation Compliance Standards and Agreement

**Model Home:**

- Exterior lighting plan indicating location, direction and timing of all lighting on the site.
- Signage plan indicating the size and location of all signs, flags and banners.
- Hours of Operation

**Preschool:**

- Proposed number of children and sessions per week
- Floor Area-include location and dimensions of proposed use and applicable storage.

**Temporary Commercial Uses:**

- Identification of all lots owned by applicant within subject subdivision
- Proposed signage in accordance with Syracuse City Sign Ordinance Regulations
- Written authorization from property owner
- Explanation of sanitary facilities
- Bonding/Insurance requirements

**Two-Family Dwellings:**

- Elevation drawings showing type of material and design finish of proposed home

**Wireless Communication:**

- Please refer to the Syracuse City Code for specific requirements.

**DISCLAIMER:** *The City is providing the following information as a service to those applying for conditional use approvals. No one shall consider these guidelines as comprehensive. In the event of conflicts or discrepancies between this document and City Ordinances or State or Building Codes, the more strict rules shall apply.*

**NOTE:** *Applicant shall furnish the information on this form for purposes of identification and expediting the request in full knowledge that it may become public record pursuant to provisions of the Utah State Government Records Access and Management Act (GRAMA). Use of this information will be only for necessary completion and execution of the requested transaction. If applicant so chooses not to supply any requested information, applicant accepts the additional time in processing or inability to process the application at all. If applicant is an "at-risk government employee" as defined in Utah Code Ann. § 63-2-302.5, please inform a member of the Department staff upon submission of the application. Syracuse City does not currently share any private, controlled, or protected information with any other person or government entity. See Title X for complete guidelines and requirements of Conditional Uses. City staff will not process, or forward to Planning Commission, incomplete applications.*