

# EAGLE MOUNTAIN CITY BUSINESS DEVELOPMENT GUIDE

Opening a Business within your Home



**Who this Guide is for:** Current or future business owners seeking to understand how to do business in Eagle Mountain City with the intent to open a business within their home.

## STEP BY STEP

If you're considering opening a business in your home, you can expect the following steps. Note that every situation is unique and some steps may not be applicable, or may take longer than average. Consult with City Economic Development Director for any specific needs or questions.

- 1 Market Analysis**  
Evaluate if your business can do well in this market. Is there demand, or competition?
- 2 Obtain Financing**  
Consult with and seek approval from a financial institution or find investors in your business.
- 3 Licensing & Taxes**  
License your business with the State of Utah and obtain a Federal EIN.
- 4 Architectural Work**  
If your business requires major alterations or improvements to your home, work with an expert to get professional plans.
- 5 Building Permit**  
Complete a Building Permit Application. Pay required fees and make changes as required.
- 6 Local Licensing**  
Obtain an Eagle Mountain City Business License. Ensure compliance with local zoning and other codes.
- 7 Obtain Insurance**  
Work with a broker to procure insurance appropriate for your business.
- 8 Marketing Plan**  
Develop a plan for advertising your business, generating leads, and growing your business.
- 9 Construction**  
Work with a licensed and insured contractor to construct approved improvements.
- 10 Hiring Employees**  
Determine the appropriate team size needed and begin recruitment and training.
- 11 Inspections**  
Complete all necessary city inspections as the building is constructed.
- 12 Chamber of Commerce**  
Consider a Chamber membership for long-term support and a ribbon cutting.

## WHAT ELSE?

Many home business owners are surprised when the City delivers a notice of violation of City code. Take the time to review relevant city code regarding parking restrictions, required permits, noise and lighting restrictions, vehicle storage, and more. If you are unsure if anything might be a problem, reach out to the Neighborhood Improvement office for a consultation.

### NEED HELP?

Contact these city departments with any questions you have.

#### Econ. Develop.

For market or site info, business growth, workforce, and more.

#### Planning

For site design, help with approvals, and more.

#### Building

For permit questions, inspections, and more.



## WHO'S WHO?

Confused about who you should be talking to? The roles below give a basic outline of who you might need to know.

### City Council:

City governing body responsible for approving site plans and other aspects of property development.

### Planning Commission:

Advisory body to the City Council. Conducts initial reviews prior to providing recommendations to City Council.

### City Staff:

You will work with various staff members of the City to complete inspections, permits, licensing, and so forth. City staff are happy to consult with you as needed.

### Insurance Broker:

Your business will need separate and sufficient insurance. A broker can help you identify the best options.

### Attorney:

Every business should connect with an attorney to ensure all legal needs are taken care of before issues arise.

### State of Utah:

Requires licensing of all businesses, establishes various building and development codes, and requires certain taxes to be paid.

### Utah County:

Provides property assessing, local property tax information, and so forth. Handles special permits such as food handling.

### Federal Government:

Businesses must register for an Employer Identification Number or EIN, and pay federal taxes as required. There may also be federal regulations related to the nature of the business.

## USEFUL RESOURCES

### Utah State Tax Commission:

You can receive advice, participate in workshops, obtain needed resources and guides, and lots more.

### Small Business Development Centers:

These resources, provided most often in coordination with the Small Business Administration and Universities, offer great training, consultation, templates for various needs, market research, and more.

### Chamber of Commerce:

The Eagle Mountain Chamber of Commerce provides great networking and marketing opportunities, training, and ways for you to get involved in the community.