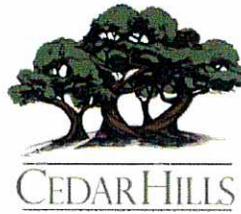


May 22, 2017



Dear Business Owner,

Re: Notification of changes in procedures for Home Businesses in Cedar Hills

This letter is to inform you of some changes that have been made that affect home business owners. Due to Senate Bill 81, which was passed on March 24, 2017, the City of Cedar Hills will not collect business licensing fees for certain businesses. Certain businesses are now exempt from business license fees if their homebased business has no material off-site impact.

Cedar Hills defines a material off-site impact as, "an impact that a residential homebased business has that exceeds the impact of a residential home alone. The impact may be based on traffic, noise, lighting, odor, or utility service. Businesses that are determined to have a material off-site impact shall be required to pay all business licensing fees."

When filling out the accompanying form, or any future form, it is up to the business owner to declare that their business is exempt. Exempt businesses will be reviewed by the Cedar Hills Business License Official to verify the exemption status. Some business owners have submitted a form for a license renewal with an accompanying payment. If we feel that your business could be exempt, we are returning your payment and asking that you please fill out the enclosed form.

Going forward, the city has determined that home offices and rental properties meet the exempt standard (for definitions please see Cedar Hills Municipal Code, Title 3). Homebased business owners will need to make the declaration on the business license form. Businesses that have employees or the public enter, or that store hazardous chemicals or materials in the home, will still need to have an annual inspection, regardless of exempt or non-exempt status. Inspections will be conducted for compliance with building, fire, land use, and health codes prior to receiving a business license. In order to receive a paper copy of a business license, the owner will need to pay a small printing fee. Additionally, new business owners will need to pay a one-time setup fee to the city. All other provisions of Cedar Hills code will apply.

The city has an interest in protecting the well-being, tranquility, personal safety, and privacy of its citizens, as well as welcoming and encouraging business within its community.

Sincerely,

A handwritten signature in cursive script that reads "Janeen Parduhn".

Janeen Parduhn
Business Licensing Official
801-785-9668 ext. 504
businesslicensing@cedarhills.org