



60 West Main Street
Hyrum, Utah 84319
Ph. (435) 245-6033
www.hyrumcity.gov

City Council Agenda Information

To: Mayor Miller and City Council

From: Keesha Rinderknecht, Business License Specialist

Date: January 28, 2026

Subject: Consideration and Approval of a Home Occupation Business License Policy for Submission Process and Deadline for City Council Agenda Items.

Summary: **Business License Clerk is recommending approval of the Home Occupation Business License for Adventure HQ LLC**

Summary:

The proposed application was submitted by Adam Jacobson for Adventure HQ LLC for teaching outdoor skills classes, selling outdoor gear & planning outdoor treks located at 716 East 1250 South in Hyrum. Application has been reviewed and meets all requirements of Hyrum City's Municipal Code Section 5.04.200.

Recommendation:

Business License Specialist Keesha Rinderknecht is recommending approval to the City Council with the following recommendations:

1. Business license meets requirements of Business License Home Occupation Code.

City Council Meeting Details:

- Meeting Date: February 5, 2026
- Council Role: Legislative with Vote

Attachments:

1. Business License Application
2. Home Occupation Business License Application
3. Hyrum Fire Department Self Inspection Worksheet



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BUSINESS LICENSE APPLICATION

Business Name: Adventure HQ LLC

Doing Business As: Adventure HQ

Business Address: 716 E 1250 S

Business Phone: 801-641-5737

E-mail: adam@adv-hq.com Fax No. _____

Mailing Address: 716 E 1250 S

City, State, Zip: Hyrum

State Tax ID: 14618827-0160 State Lic.# _____

Nature of Business: Teaching outdoor skills and planning/guiding treks. Sell outdoor equipment

Owner Name: Adam Jacobson

Manager Name: Adam Jacobson Manager Phone: 8016415737

Manager Address: 716 E 1250 S Hyrum Ut, 84319

I certify that I am authorized agent for the above named business, and that all information is true and correct.

Adam Jacobson 1/9/2026
Signature Date

Office Use Only

Approved by: _____ Date Approved: _____ Acct.# _____

Date Paid: _____ Amount: _____ Receipt #: _____



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HOME OCCUPATION BUSINESS LICENSE APPLICATION

For businesses operating within a residence in Hyrum City limits.

Applicant(s) Name: _____

Date Submitted: Adam Jacobson

Address: 716 E 1250 S Hyrum UT, 84319

Telephone #: 801-641-5737

Name of Business: Adventure HQ LLC

1. What is the proposed home occupation? _____
Teaching outdoor skills classes, selling outdoor gear, planning outdoor treks

2. How many clients will be coming to the home at any one time during a daily interval?
6-8

3. What provisions are available for off street parking? _____
5-7 parking spaces

4. What type of equipment, materials, machinery, tools, and merchandise stock are involved in the home occupation? _____
outdoor recreational equipment

5. What type of modifications to the residential structure are anticipated because of the home occupation? no modifications required

ALL HOME OCCUPATIONS MUST COMPLY WITH THE FOLLOWING REQUIREMENTS OF ZONING ORDINANCE 5.04.200 (please initial)

AJ A. "Home occupation" means an occupation performed wholly within a residence or the yard and accessory buildings being a part of such residence. Home occupations shall not change the character of the residence or the residential neighborhood. A business license is required for some home occupations. They shall be issued for a one-year period and are renewable. The City Council may review a license in reaction to neighbor's complaints and may revoke it if evidence warrants this action.

- AJ B. Two levels of home occupations exist. Both are required to maintain all of the standards of a home occupation business license. Because of the potential negative impact on residential area, the following businesses are prohibited as home occupations: auto/RV repairs, salvage yards, major appliance repair, or service.
- AJ C. Level one applicants are in occupation categories that the City Council has determined have virtually no negative impact on residential neighborhoods and do not require a license. Occasional businesses operated by a minor are not required to obtain a business license.
- AJ D. All applicants whose home occupations receive commercial delivery service, has signage advertising the business, performs services in view or hearing of the public, or has customers coming to the residence, are considered level two home occupations and require a license. They also may be required to meet with the City Council and explain how their home occupation is in conformance with the home occupation standards. The City Council may attach limitations or conditions to their licenses.
- E. Home occupation standards:
- AJ 1. The exterior of the home will not be modified in any way to accommodate the home occupation (i.e. loading ramps, loading doors, etc).
- AJ 2. The occupation will be conducted entirely within the house, yard, and existing outbuildings.
- AJ 3. The home occupation license covers only residents of the home.
- AJ 4. No outside storage of goods or materials is permitted.
- AJ 5. Pedestrian and vehicular traffic will not be in excess of that normally associated with a residential neighborhood.
- AJ 6. One sign will be permitted on the property. It must meet the requirements of 17.72.010 "Name Plate".
- AJ 7. The home occupation must be operated in full conformity with fire, health, building, electrical, plumbing codes, and all State and City laws and ordinances.
- AJ 8. No noise, odor, light, vibrations or dust in excess of that normally associated with a residential neighborhood shall pass beyond the premises.
- AJ 10. State licenses will be required for "Professional Child Care".
- AJ F. The City Council may, at their discretion, waive certain of the above standards for the elderly or handicapped.

In order to guarantee that the Home Occupation, once authorized, will not become a nuisance to the neighbors, the City Council may impose other reasonable conditions initially and also subsequently to protect the public health, safety, peace, and welfare of the residents of the surrounding area.

Applicant's Affidavit: I (we), Adam Jacobson , affirm that I (we) am (are) the owner(s) or authorized agent(s) of the owner of property involved in the attached application and that the statements and answers therein contained and the information provided in the attached plans and other exhibits are complete, to the best of my (our) knowledge and, that the statements and information above referred to are in all respects true and correct to the best of my (our) knowledge and belief.

Property Owner(s) Signature: Adam Jacobson

Applicants Signature: Adam Jacobson

Hyrum City Fire Department
30 North 100 West
Hyrum, Utah 84319
(435)245-7634



Tony Stauffer
FIRE CHIEF

Chris Crockett
ASST. CHIEF/FIRE OPERATIONS

LUKE SCHMID
ASST. CHIEF/EMS OPERATIONS

Home Occupation Self-Inspection Worksheet

Business Name: Adventure HQ LLC

Owner: Adam Jacobson Phone #: 801-641-5737

Business Address: 716 E 1250 S Hyrum, Utah 84319

Business Description: Teaching outdoor skills classes, selling outdoor gear, planning outdoor treks

“Home Occupation” means an occupation performed wholly within a residence or the yard and accessory buildings being a part of such residence. Home occupations shall not change the character of the residence or the residential neighborhood.

This business qualifies as a “Home Occupation” as defined above. YES NO

Directions: Respond to the following questions as you do a walk-through inspection of your home. Mark the appropriate boxes. All items marked NO must be corrected and marked YES before returning this form. **Sign and return the form to Hyrum City.** If you need assistance or have any questions, please contact the Hyrum City Fire Department.

Are the address numbers on your home and visible from the street? YES NO

Is the yard around your home free from combustible debris and weeds? YES NO

Do you have a working fire extinguisher? YES NO

Is the travel path to all electrical panels is 30" wide and 72" high? YES NO

Are all circuit breakers and/or fuses properly labeled? YES NO

Are extension cords used properly and only for temporary purposes? YES NO

Is there a 36" clearance around household heat sources?
(example: water heaters, furnaces, fireplace, wall heaters, and/or other appliances) YES NO

Have all smoke detectors been tested/new batteries within the last year? YES NO

Have all carbon monoxide detectors been tested/new batteries within the last year? YES NO

Do you have a fire escape plan for your home and business? YES NO

Have you practiced the plan?

Business Owner Signature Adam Jacobson Date: 1/24/26

I declare under penalty of perjury under the laws of the State of Utah that the above is true and that I have personally ascertained and seen that all items checked “YES” are correct to the best of my knowledge.