



DEPARTMENT OF SUSTAINABLE DEVELOPMENT  
4800 WEST COPANS ROAD  
COCONUT CREEK, FLORIDA 33063

# CITY OF COCONUT CREEK

## Home Based Business Tax Receipt Application

(Keep this sheet for your records)

### CHECKLIST

#### Required Documents

- 1) Lease Agreement or Warranty Deed
- 2) Articles of Incorporation / Partnership Paper / LLC Papers
- 3) Payment must be made at time of submittal (\$102.10 + \$25 application fee = Total of \$127.10 – HOME BUSINESS ONLY)

#### 'If applicable' Documents to be included only if they apply to you

- 4) Exemption Status 501C (*if applicable*)
- 5) Fictitious Name Registration/DBA filed with State (*if applicable*)
- 6) Authorization Letter from Landlord and/or HOA
  
- 7) From Broward County
  - Broward County Certificate of Competency (*required for most building, construction, and trade industries*)
  - Broward County HRS Child Care License (*required if child care operator*)
  - Broward County ALF (*Assisted Living Facility*)
  - Broward County Adult Living Facility / Adult Care Facility
  
- 8) From State
  - Professional State License from Dept. of Business & Professional Regulation (*required for most professions*)
  - Annual Food Permit
  - State Certification (*as required per business type*)





## Home Based Business Tax Receipt Application

(Office use only) Business ID #

APPLICATION TYPE		
<input type="checkbox"/> New Home Based Business	<input type="checkbox"/> Changes	Existing Business ID Number
	<input type="checkbox"/> Location Change <input type="checkbox"/> Business Name Change	

BUSINESS TYPE	
<input type="checkbox"/> Individual (if individual, move on to next section) <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	<input type="checkbox"/> LLC <input type="checkbox"/> Food Vendor/Lunch Truck (attach Food Vendor Supplement) <input type="checkbox"/> Cottage Food Operations

BUSINESS INFORMATION			
Business Name			
DBA Name (if applicable)		Fed ID #	
Contact Name		Phone	
Email		Fax	
Address			

**NOTE:** Please be advised that some subdivisions, condominiums, apartment complexes, and mobile home parks may have restrictions relating to the conduct of a business in a residentially zoned area. It is the applicant's responsibility to inquire into said restrictions.

Development (subdivision, condo, etc.)			
Leasing Agent/Owner (if applicable)		Phone	
Number of employees/workers			
Area of room(s) to be utilized for business			
Location address for storage of required equipment, material and supplies (NOTE: Please see Affidavit relative to storage)			

**NOTE:** The application is hereby made for the privilege of engaging in the business, profession, or occupation hereinafter described/designated

DETAILED DESCRIPTION OF BUSINESS	

Days and Hours of Operation			
OWNER INFORMATION			
Owner Name			
Phone		Email	
Address			

OFFICE USE ONLY			
Approved Date		Approved By	
Contingencies/Reasons			
Rejected Date		Rejected By	
Contingencies/Reasons			





## Home Based Business Affidavit

The City reviews proposals for Home Businesses within residentially zoned districts. This review is necessary to assure that the business does not interfere with the primary residential use, is strictly secondary, and will not change the residential character. The following regulations affect Home Businesses. Read, sign, and notarize the affidavit.

- a. Home based businesses, including cottage food operations operating in compliance with Section 559.995 Fla. Stat., conducted within the city shall be clearly incidental and secondary to the use of the residence for residential purposes and shall not change the residential character thereof. A proposed home based business must meet all the following criteria:
- 1) The employees of the business who work at the residential dwelling must also reside in the residential dwelling. Except that up to a total of two (2) employees or independent contractors who do not reside at the dwelling may work on-site at the business.
  - 2) The business activities are clearly incidental and secondary to the use of the dwelling for dwelling purposes.
  - 3) Retail transactions may not be conducted at any structure other than the primary residential dwelling.
  - 4) The use does not change the character of the dwelling and any alterations to the dwelling to accommodate the business must conform to the zoning district, approved site plan requirements, and to the residential character and architectural aesthetics of the neighborhood.
  - 5) The garage or other accessory structures may not be used for the business for either the repair, storage, manufacturing, retailing, or warehousing of merchandise or goods in a way that would interfere with the ability to park the number of vehicles it was designed to accommodate.
  - 6) Storing of hazardous or flammable materials is prohibited. Outdoor storage or display of goods is likewise prohibited.
  - 7) The business must not emit noise, sounds, smoke, fumes, odors, vibrations or interference that would create a nuisance to abutting properties or the surrounding neighborhood. No public health or safety risks may be created by the home based business.
  - 8) Parking related to the business activities of the home based business must comply with the applicable zoning requirements and the need for parking generated by the business may not be greater in volume than would normally be expected at a similar residence where no business is conducted. Driveways and parking areas shall not exceed that allowed for the residential use under the applicable zoning requirements and approved site plan.
  - 9) Pursuant to Section 559.955(3)(b) Fla. Stat., vehicles and trailers used in connection with the business must be parked in legal parking spaces that are not located within the right-of-way, on or over a sidewalk, or on any unimproved surfaces at the residence.
  - 10) Commercial vehicles as defined in subsection 19-37(1)(a), and heavy equipment used in the conduct of a home based business, may only be parked within an enclosed garage or building or in a location otherwise completely shielded from view from the neighboring properties. For purposes of this section, the term "heavy equipment" means commercial, industrial, or agricultural vehicles, equipment, or machinery.
  - 11) Outdoor storage is prohibited.
  - 12) Signs or other advertising of any kind are prohibited unless required by state or federal law.
  - 13) The home based business known as family day care home, as defined in F.S. § 402.302(5), shall be licensed in the following manner. An operator of such a business shall be issued a business tax receipt upon satisfaction of the application procedure provided by this article. The business tax receipt shall not be in effect for thirty (30) days following the date of issuance. During this thirty day period, the operator of the family day care home shall provide evidence of compliance with all provisions set forth in F.S. § 402.301 et seq., and compliance with any ordinance or resolution adopted by the county pursuant to the provisions set forth in the above referenced statute. If the operator does not provide evidence of compliance, the business tax receipt shall be considered null and void. Upon providing evidence of compliance the business tax receipt shall immediately become effective.



**AFFIDAVIT Sign in Presence of Notary Only**

I hereby affirm that I have read the above and agree to comply with said regulations and further understand that failure to comply may result in revocation of my Business Tax Receipt. Upon compliance with the foregoing procedure and after payment of the tax, the Director of the Department of Sustainable Development or his/her designee shall issue a Business Tax Receipt for the home occupation. Any Business Tax Receipt may be revoked by the Code Enforcement Board, uniform citation process, or Special Magistrate pursuant to the procedures set forth in Section 18-35 relating to suspension or revocation of the Business Tax Receipt.

<b>Signature</b>		<b>Print</b>		<b>Date</b>	
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STATE OF FLORIDA, COUNTY OF BROWARD, SWORN TO AND SUBSCRIBED BEFORE ME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

<input type="checkbox"/> Personally Known	<input type="checkbox"/> Produced ID	ID Type & #:	
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<b>Notary Public</b> (sign & stamp)		
	<b>Notary Signature</b>	