

HOME OCCUPATION APPLICATION

(In addition to the Business Tax Application)

Business Tax Application #: _____
(If applicable)

Site Address: _____ Orlando, FL Zip: _____

Business Name: _____

Applicant Name: _____ Phone #: _____

Email: _____

Property Owner Name, Address: _____

Total floor area of dwelling unit: _____ Sq Ft

Total floor area of the room(s) to be used in the conduct of the home occupation: _____ Sq Ft

Maximum number of trips per day: _____

Number of employees and/or volunteer workers and their relationship to the applicant: _____

Please explain in detail the exact nature of your home occupation, including the tasks you will perform in and away from your home: _____

I certify the information contained herein is true and correct to the best of my knowledge and belief. I understand that if any portion is false or misrepresented, it may be cause for immediate revocation of zoning approval.

Additional Instructions:

1. Check with your Home Owner's Association for any private deed restrictions that may prohibit you from having a business in your home.
2. Unless you are the homeowner, attach a notarized letter of approval for the home occupation from the property owner or property manager.
3. Provide a sketch or drawing of the floor plan of your home showing the dimensions of each room and of the total home. Label the rooms and identify the area to be used for the home occupation.
4. In addition to the City Business Tax fee, there is a **\$50.00** home occupation processing fee.
5. Complete the Home Occupation and the Business Tax Receipt applications. Provide copies of any state licenses if applicable and proof of business name from sunbiz.org
6. Send your completed applications and attachments to businesstax@orlando.gov

Guidelines for Home-Based Businesses

- All home occupations shall be located within the principal building which is the bona fide residence of the principal practitioner, an accessory garage or other accessory structure.
- The employees must also reside in the dwelling unit, except that up to a total of two employees who do not reside at the dwelling unit may work at the business. The business may have additional remote employees who do not work at the dwelling unit.
- No alterations shall be made to the external appearance of any principal or accessory structures or of the building site which change the residential character thereof.
- No home occupation shall generate vehicular traffic in excess of two vehicles concurrently nor more than ten vehicles per day.
- No merchandise shall be displayed or sold on the premises except articles made on the premises. No outside display of merchandise or outside storage of equipment or materials shall be permitted.
- No home occupation may occupy more than 25% of the gross habitable floor area of any one story of the dwelling unit, and in no event a total of more than 500 square feet.
- Retail transactions associated with the home occupation may be conducted only in the principal structure and not within any accessory structure.
- No home occupation may create noise, vibration, heat, smoke, glare, fumes, or noxious odors in excess of those normally expected at a similar dwelling unit where no business is conducted. No home occupation may use, store, or dispose of any corrosive, combustible, or other hazardous or flammable materials or liquids in excess of those normally expected at a similar dwelling unit where no business is conducted.
- Wherever the occupant undertaking a home occupation is not the owner of the premises, the property owner and/or agent must give notarized written approval for the home occupation.
- Signage must conform to the regulations for signage in residential districts.
- Accessibility shall be designed in accordance with the Florida Building Code, as applicable.

Transferability

Approval to conduct a home occupation is transferable from one person to another or from one location to another. There is a 10% transfer fee to transfer your City Business Tax Receipt.

Code Requirements

Additional information about Home Occupations can be found in City Code Chapter 58.938 thru 58.941 or by calling us at 407.246.2204.

Applicant Signature: _____

Date: _____