



## City of Apopka Home Business Tax Receipt Requirements:

- Completed Application for Business Tax w/\$10.00 application fee
- Completed Home Business Affidavit
- Signed and notarized Handyman Affidavit
- Business Tax Receipt fees vary based on your businesses classification:**
- Copy of either your Incorporation Certificate/Fictitious Name Registration/LLC ([www.sunbiz.org](http://www.sunbiz.org)).
- Copy of State License (*if applicable*)
- Tax ID Number or Social Security Number
- If you are Tax Exempt, we will need a copy of your Tax Exemption Certificate 501(c)3.

Please call if you would like to get your Business Tax Receipt fee amount or if you have any questions.

Community Development Department at 407-703-1712. Thank you.



Community Development Dept.  
 120 East Main Street  
 Apopka, Florida 32703  
 Phone: 407-703-1712  
[communitydevelopment@apopka.net](mailto:communitydevelopment@apopka.net)

## HOME BUSINESS TAX RECEIPT APPLICATION

FILING THIS APPLICATION AND REMITTING THE APPLICATION AND BUSINESS TAX FEE(S) FOR A CITY BUSINESS TAX RECEIPT DOES NOT ALLOW THE APPLICANT TO OPERATE OR ENGAGE IN ANY TYPE OF BUSINESS, OCCUPATION OR PROFESSION UNTIL A BUSINESS TAX RECEIPT IS ISSUED TO THE APPLICANT. **NOTE: THE \$10.00 NON-REFUNDABLE APPLICATION FEE IS IN ADDITION TO THE BUSINESS TAX FEE(S).**

Business Information	Mailing Address (If different than business address)
Name:	Name:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone: <span style="float: right;">Fax:</span>	Phone: <span style="float: right;">Fax:</span>
Email Address:	Email Address:

Business Description (In Detail):  
 \_\_\_\_\_  
 \_\_\_\_\_

Federal Tax ID Number (FEI#) _____	OR Social Security Number: _____
Fictitious Name Registration #: _____ <small>(Attach Copy)</small>	OR Exemption Status: _____ <small>(Licensed Professional, First &amp; Last Name Used, Incorporated, Attorney)</small>
Regulatory License/Certification #: _____	Corporate Doc #: _____

Applicant Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

### PLANNING/ZONING DIVISION

Date Received:	Date Approved:	Approved By:
Telephone and/or Mobile Business Only: Yes:	No:	Zoning Est.:
Legal Description:		
Comprehensive Plan (Land Use)		
Comments:		

Full Fiscal Year Fee: \$ \_\_\_\_\_     
  Half Year Fee: \$ \_\_\_\_\_     
  Transfer Fee: \$ \_\_\_\_\_

Business Code/Class: \_\_\_\_\_      Business Tax Receipt #: \_\_\_\_\_

Application Fee: \$10.00      Date Paid: \_\_\_\_\_      Date Issued: \_\_\_\_\_      Issued by: \_\_\_\_\_

Bus Tax Subtotal: \$ \_\_\_\_\_      Total Paid: \$ \_\_\_\_\_      Cash  Credit/Debit:       Check #: \_\_\_\_\_



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## HOME BUSINESS AFFIDAVIT

Business Owner Info	Property Owner Information (If different than Business Owner)
Name	Name
Street	Street
City/State/Zip	City/State/Zip
Telephone	Telephone
Proposed Name of Business:	
Description of Proposed Business:	

### *Regulations for a Home Business Tax Receipt*

***Home Business shall be conducted entirely within a dwelling, provided that all of the following conditions are met:***

1. The use of the dwelling unit for the home business shall be clearly incidental and subordinate to its use for residential purposes by its occupants and shall under no circumstances change the residential character thereof.
2. No person other than members of the family residing on the premises shall be engaged in the home business.
3. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of a home business.
4. No home business shall be conducted in any accessory building.
5. No home business shall occupy more than one room of the primary residence. No room which has been constructed as an addition to the residence, nor any attached porch or garage which has been converted in living quarters, shall be used for a home business until two years after the date of completion thereof, as shown by the records of the Building Division.
6. No traffic shall be generated by such home business in greater volumes than would normally be expected in a residential neighborhood, and no commercial licensed vehicles shall be utilized in the home business. The home business shall not involve the use of commercially licensed vehicles or vehicles which exceed three-quarters ton, for delivery of materials or supplies to or from the premises. Any need for parking generated by the conduct of a home business shall be met off the street and other than in a required front yard.

7. No equipment or process shall be used in a home business which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot if the business is conducted in a single-family residence, or outside the dwelling unit if conducted in other than a single-family residence.
8. No demonstration of products for sale will be permitted as part of a home business.
9. The following shall not be considered home businesses: beauty shops, barbershops, band instrument or dance instruction, public dining facility or tearoom, antique or gift shop, photographic studio, fortune telling or similar activity, outdoor repair, food processing, retail sales, nursery school, or kindergarten. The giving of group instruction of any type shall not be deemed a home business;
10. The giving of individual instruction to one person at a time, such as art or piano teacher, shall be deemed a home business;
11. Fabrication of articles such as are commonly classified under the terms arts and handicrafts may be deemed a home business;
12. A home business shall be subject to all applicable City Business Tax Fees and other business taxes.

**Business shall be conducted in accordance with City Code, Chapter 74 – Local Business Taxes, Article IV, Sections 74 – 104.**

I, the undersigned, do hereby swear and affirm that I am a resident of Apopka, Florida, that I am the person responsible for the operation and conduct of the business named herein. I have read and understand the REGULATIONS FOR HOME BUSINESS TAX RECEIPT, and hereby agree to abide fully by said regulations.

**I understand an Orange County Business Tax Receipt must be obtained after the City Business Tax Receipt is issued.**

I further understand that it is the applicant's responsibility to secure the Business Tax Receipt prior to conducting business in the City of Apopka.

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Business Owner Signature

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Date