



## Home Occupation Application Local Business Tax

If you are a new business planning to operate in the City of Lynn Haven, you must file an application for City of Lynn Haven Local Business Tax before operating. To ensure that the business is legal and the location is safe for public use, a five-step review process is conducted before issuing of the Local Business Tax Receipt:

1. Complete Application
2. Copy of Fictitious Name Registration :[www.sunbiz.org](http://www.sunbiz.org)  
Or Articles of Incorporation or LLC papers
3. Copies of State Certification/License that apply to new business
  - Dept. of Business and Professional Regulations:[myfloridalicense.com](http://myfloridalicense.com)
  - State of Florida Dept. of Health: [doh.state.fl.us](http://doh.state.fl.us)
  - State of Florida Dept. of Agriculture and Consumer Services:[www.800helpfla.com](http://www.800helpfla.com)
4. Certificate of Liability Insurance and Workers Comp
  - Showing City of Lynn Haven as the Certificate Holder
  - Or Exemption
5. Copy of Federal Employer ID No.



# LOCAL BUSINESS TAX HOME OCCUPATION

Office: (850)265-2121 Email: [businesstax@cityofflynnhaven.com](mailto:businesstax@cityofflynnhaven.com)

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

If the legal name of the business is a corporation or a fictitious name the applicant must file a fictitious name registration with the State of Florida per Florida Statute section 865.09. Proof of business name is required with this application

Business Owner Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: (If Different) \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Cell: \_\_\_\_\_ E-Mail \_\_\_\_\_

SS # or FIN # \_\_\_\_\_ FL Drivers Lic No.: \_\_\_\_\_

(Paper Attached) Florida statute 205.053 requires that no tax receipt shall be issued unless a Federal Identification number (FID) or Social Security Number is obtained from the individual to be licensed.

Business Type: Individual / Partnership / Corporation ID # \_\_\_\_\_

State Certification / License: \_\_\_\_\_ Certification Attached \_\_\_\_\_

Nature of Business (Describe in detail the profession or nature of the proposed business)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the applicant is a tenant, a letter of no objection from the property owner must be provided.

Property Owner Name: \_\_\_\_\_

Property Owner Number: \_\_\_\_\_

Total Square Footage of Residence \_\_\_\_\_ Square Footage of Home Occupation \_\_\_\_\_

No More than 350 square feet or 25% of the dwelling unit total floor area, whichever is the lesser square footage, may be used for the Home Occupation

Any Person Who Engages In Any Business, Occupation, or Profession Covered by this Chapter, Who Does Not Pay the Required Business Tax within 150 Days After the Initial Notice of Tax Due, and Who Does Not Obtain The Required Receipt is Subject to Civil Actions and Penalties, as a Result of Collection Efforts, and a Penalty of Up to \$250.00 per Day. Per Lynn Haven Code of Ordinances 1-13.

Signature of Applicant: \_\_\_\_\_

Print Name of Applicant: \_\_\_\_\_

**PLEASE READ AND INITIAL THE FOLLOING RESTRICTION INDICATING YOUR UNDERSTANDING OF SAID RESTRICTIONS:**

\_\_\_\_\_ Employees of the home occupation shall be limited to the residents of the dwelling in which the occupation is located.

\_\_\_\_\_ The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes, and shall not change the residential character of the structure.

\_\_\_\_\_ Not more than twenty-five (25) percent of the floor area of the dwelling unit shall be used in the conduct of the home occupation.

\_\_\_\_\_ There shall be no change in the outside appearance of the building or premises or other visible evidence of the conduct of such home occupation.

\_\_\_\_\_ No home occupation shall be conducted in any accessory building.

\_\_\_\_\_ No internal or external alterations which are inconsistent with the residential use or character of the dwelling shall be permitted.

\_\_\_\_\_ No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood. The basis for evaluating traffic generated shall be the latest edition of the Institute of Transportation Engineer, Trip Generation Handbook.

\_\_\_\_\_ Any need for parking generated by the conduct of such home occupation shall be met off the street and other than in the required front yard, except for the driveway.

\_\_\_\_\_ Parking of commercial vehicles used in the conduct of the home occupation shall be limited to one (1) such vehicle. This limitation shall include any vehicle necessary to the business conducted as a home occupation. Notwithstanding this provision, the following vehicles are prohibited from parking: a vehicle with a motorized cooling unit; and a vehicle with a gross vehicle weight exceeding 10,000 pounds.

\_\_\_\_\_ No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses at the property line. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or cause fluctuation in a line voltage off the premises.

\_\_\_\_\_ A home occupation shall be subject to all applicable business tax receipts and other business license.

*Florida state law requires that local business tax receipts be purchased during the months of August and September. Those tax receipts not renewed by September 30<sup>th</sup> shall be considered delinquent and subject to a delinquency penalty of 10% for the month of October, plus an additional 5% penalty for each month of delinquency thereafter until paid; provide that the total delinquency penalty shall not exceed twenty-five percent(25%) of the business tax fee for the delinquent establishment.*

*Any Person Who Engages In Any Business, Occupation, or Profession Covered by this Chapter, Who Does Not Pay the Required Business Tax within 150 Days After the Initial Notice of Tax Due, and Who Does Not Obtain the Required Receipt is Subject to Civil Actions and Penalties, as a Result of Collection Efforts, and a Penalty of Up to \$250.00 per Day. Per Lynn Haven Code of Ordinances 1-13.*

**I UNDERSTAND THE CONDITIONS OF THE LOCAL BUSINESS TAX APPLICATION.**

**Signature of Applicant:** \_\_\_\_\_

**Print Name of Applicant:** \_\_\_\_\_

**Office Use Only:**

Customer # \_\_\_\_\_

Tax Category: \_\_\_\_\_ Tax Type: \_\_\_\_\_ Business Tax Fee \$ \_\_\_\_\_

Tax Category: \_\_\_\_\_ Tax Type: \_\_\_\_\_ Business Tax Fee \$ \_\_\_\_\_

Account # \_\_\_\_\_ Tax Receipt # \_\_\_\_\_

**Total Fee Due \$** \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_