

# LAUDERDALE•BY•THE•SEA

## Home Office Application Package

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4501 N. Ocean Drive, Lauderdale-The-Sea, FL 33308

(954) 640-4210

BTR@lbts-fl.gov

M-F 8:30 AM-4:30 PM

## Application Checklist: Business Tax Receipt



Need help? Not sure about something?

Please contact us at (954) 640-4120 or [BTR@lbts-fl.gov](mailto:BTR@lbts-fl.gov). We are happy to help!

Congratulations on taking steps forward to opening your home-based business in our unique Town. Lauderdale-By-The-Sea wishes you good fortune and aims to help you succeed in your business endeavors. Below, please find the checklist of items you will need in order to submit your application for review.

### You Will Need:

- Application for a Business Tax Receipt (BTR), completed and signed by property owner
- Proof of Zoning Eligibility (to request this, email [Zoning@lbts-fl.gov](mailto:Zoning@lbts-fl.gov))
- Application Fee (will be determined upon staff review of your application)
- Photocopy of owner's Driver's License with Current Address or other form of state identification
- Photocopy of Fictitious Name Registration and/or Articles of Incorporation (if applicable)
- Photocopy of a valid State License (if applicable)
- Signed Home Office Declaration
- Photocopy of proof of an active Waste-Pro Account

### Other Useful Information:

- Verify that your home has an active solid waste service account, through Waste-Pro. You may call Waste Pro at 954-282-6800. If there is no active account, the processing of the application may be delayed until one is established.
- Site Inspections—After all the above items are submitted and reviewed, staff will determine which site inspections are required, and will contact you for scheduling.
- For information on requirements to pass the Code Inspection, please review the “Commercial BTR Inspection Checklist.”
- Zoning Review—The Town's Planning & Zoning Department will conduct periodic reviews throughout the application process.
- For information on the Zoning review process, you may email the Business Tax Receipt Staff at [BTR@lbts-fl.gov](mailto:BTR@lbts-fl.gov).
- After all applications and accompanying fees and documents have been received, and all required inspections and reviews have been completed and passed, the Business Tax Receipt may be issued.

## BUSINESS TAX RECEIPT APPLICATION

DATE: \_\_\_\_\_ BUSINESS OFFICE TELEPHONE: \_\_\_\_\_

DATE BUSINESS WILL OPEN: \_\_\_\_\_ AREA OF BUSINESS IN SQ. FT.: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

CORPORATE NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS EMERGENCY PHONE: \_\_\_\_\_

NAME OF BUSINESS OWNER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

BUSINESS OWNER'S MAILING ADDRESS: \_\_\_\_\_

BUSINESS OWNER'S EMAIL ADDRESS: \_\_\_\_\_

BUSINESS OWNER'S PHONE NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER OF CONTACT PERSON: \_\_\_\_\_

ADDRESS OF CONTACT PERSON: \_\_\_\_\_

EMAIL ADDRESS OF CONTACT PERSON: \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_

PROPERTY OWNER'S ADDRESS: \_\_\_\_\_

PROPERTY OWNER'S PHONE NUMBER: \_\_\_\_\_

PROPERTY OWNER'S EMAIL: \_\_\_\_\_

SOCIAL SECURITY # OR FEDERAL IDENTIFICATION # (Required by Town Ordinance)

\_\_\_\_\_

TYPE OF PRODUCTS/SERVICE/BUSINESS OFFERED (In enough detail to enable the Town to determine the proper license type):

\_\_\_\_\_

\_\_\_\_\_

MERCHANT RETAIL (Average daily dollar value of inventory): \_\_\_\_\_ # OF EMPLOYEES: \_\_\_\_\_

RESTAURANT/BAR (seating capacity) INDOOR: \_\_\_\_\_ OUTDOOR: \_\_\_\_\_

TAKE OUT: \_\_\_\_\_ DELIVERY: \_\_\_\_\_ LIVE: \_\_\_\_\_

5/29/2020

ENTERTAINMENT: \_\_\_\_\_ VIDEO GAMES#: \_\_\_\_\_

VENDING MACHINES#: \_\_\_\_\_ ATM: \_\_\_\_\_

OTHER: \_\_\_\_\_

STATE ALCOHOLIC BEVERAGE TYPE AND NUMBER: \_\_\_\_\_

I HEREBY DECLARE that all information provided in this application is true and correct and, further, I understand that providing false or misleading information on this application may result in the denial or revocation of any license or permit issued by the Town of Lauderdale- By-The-Sea which was based upon information provided in this application.

BUSINESS OWNER/APPLICANT SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

THE ABOVE PERSON IS \_\_\_\_\_ KNOWN PERSONALLY TO ME \_\_\_\_\_ OR PRODUCED AS IDENTIFICATION SWORN TO AND SUBSCRIBED before me by means of \_\_\_\_\_ PHYSICAL PRESENCE or \_\_\_\_\_ ONLINE NOTARIZATION,

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

## HOME OFFICE DECLARATION

In order for any home occupation to be permitted or continue to be permitted in the Town of Lauderdale-By-The- Sea, the following performance standards shall be agreed to by you by signing this declaration and be maintained for the duration of the occupational license:

- (1) The residential character and integrity of the neighborhood must not be disturbed and the occupational activity at the home shall not be noticeable from off the premises.
- (2) A home occupation shall only be conducted within 20 percent of the living area of the dwelling including interior halls, closets and storage areas, but excluding garages, screened porches, accessory buildings or any similar space not suited or intended as living quarters.
- (3) A home occupation shall be conducted at the licensed address only by residents of that dwelling unit.
- (4) The giving of individual instruction or tutoring to one person at a time, such as a language, art or piano teacher, shall be deemed a permissible home occupation.
- (5) No equipment or process shall be used in a home occupation which creates fumes, glare, noise, odors, vibration, or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single-family residence, or outside the dwelling unit if conducted in other than a single-family residence. 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.
- (6) No traffic shall be generated by a home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of a home occupation shall be met by off-street parking which complies with Chapter 17 and 23 of the Code of Ordinances.
- (7) All pick ups or deliveries to or from a dwelling unit in which a home occupation is located, shall be performed by vehicles which are able to park on the driveway or within the property of the dwelling unit and shall not park on the swale areas of the public right of way. Such vehicles, pick ups and deliveries shall not block the public right of way, swale, or sidewalk areas in residential neighborhoods. Vehicle deliveries which are associated with the home occupation shall be limited to three pickups and/or deliveries per day.
- (8) All storage of materials or supplies used in the home occupation shall be done within the living area of the dwelling unit, within the space limitations specified in subsection (2) above and shall not be visible from adjacent residential units. Contractors, tradespersons and the like shall not use their home garage or yard areas for storage of materials and supplies used in business activities.

(9) There shall be no signs or advertisement of any kind or other exterior indication of the home occupation which is located at the dwelling unit. No window display in the dwelling unit or in any accessory buildings shall be permitted.

(10) No person may engage in a home occupation without first obtaining an occupational license from the Town. The annual home occupation license fee shall be \$50.00.

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

Applicant's Signature Required



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