



LOCAL BUSINESS TAX RECEIPT (BTR) APPLICATION
 City of Dunedin, Florida ♦ Community Development Department
 737 Loudon Avenue ♦ Dunedin, FL 34698 ♦ 727-298-3210 ♦ www.dunedingov.com

APPLICANT INFORMATION			
Applicant's Full Name:		Date of Birth:	
Home Address:			
Phone Number:		Email Address:	
Driver's License No:		Social Security No:	
Do you qualify for a fee exemption pursuant to State law? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, complete an APPLICATION FOR LOCAL BUSINESS TAX RECEIPT EXEMPTION and provide proof as required by law.			

BUSINESS INFORMATION			
Business Name:		Federal ID No:	
Business Address:		Mailing Address:	
Business Description:			
Business Type: [Check one]	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Corporation (CORP, INC)	<input type="checkbox"/> Limited Liability Company (LLC)
	<input type="checkbox"/> Partnership (LP, LLP, GP)	<input type="checkbox"/> Other _____	
Fictitious Name Registration? [Check one] Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, provide proof of registration as required by F.S. § 205.023.)			
Total Square Feet or Square Footage of Business: [Check one]		Annual Business Tax (Per Classification)	
<input type="checkbox"/> Less than 10,000 square feet		\$50.00 each	
<input type="checkbox"/> At least 10,000 square feet but no more than 50,00 square feet		\$100.00 each	
<input type="checkbox"/> More than 50,000 square feet		\$200.00 each	

Applicant's Affirmation: I, the undersigned, do hereby affirm that the information given in this application is complete and accurate, and I understand that to make false statements within this application may result in denial of application and possible legal action. If granted a Local Business Tax Receipt (BTR), I agree to operate within all applicable City and State laws, and to notify the City if any of the information I have given changes. I further understand that no portion of the Business Tax is refundable, and in the event of non-compliance this application and the BTR shall be subject to revocation.

Applicant's Signature _____ Printed Name _____ Date _____

OFFICE USE ONLY						
LOCAL BUSINESS TAX RECEIPT INFORMATION			FEE TYPES		FEE	DUE
BTR NO:		RECEIVED:		INITIAL APPLICATION FEE:	\$20.00	
CATEGORY NO:	CLASSIFICATION:			LESS THAN 10,000 SF:	\$50.00 each Classification	
				10,000 SF TO 50,000 SF:	\$100.00 each Classification	
				MORE THAN 50,000 SF:	\$200.00 each Classification	
				FIRE INSPECTION FEE:	\$53.00	
				TRANSFER FEE:	10% (\$3.00-\$25.00)	
APPROVALS	INITIALS/DATE	COMMENTS		PENALTY:	25%	
ZONING:				MULTIMODAL IMPACT FEE:	CH. 150, P.C. CODE	
BUILDING:				MISCELLANEOUS:		
FIRE:				TOTAL DUE:		

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Each applicant shall be required to procure a separate receipt for each classification which applies to his/her activities.

Where more than one local business tax is paid at the same location under the same business name, a single receipt may be issued describing the various business taxes represented by such local business tax receipt. In such cases, the amount paid for each business tax represented will be the same as though they were on separate business tax receipts. This clause serves only to permit the city to consolidate separate business taxes into one business tax receipt.

A business engaging in more than one classification at the same location shall pay a separate business tax for each classification which applies to its activities as if each were a separate business.

LISTING OF CATEGORIES AND CLASSIFICATIONS

Category		Classifications
1	Automotive	Auto dealership, paint and body shop, parking, rental or leasing, repair, transportation, washing and polishing, wrecking and hauling, gas service station, or similar businesses
2	Services/Business and Personal	Advertising, alteration services, animal services, artist, automobile detailing, barbershop, business consultant, business office, child care, cleaning service, computer service, dry-cleaning/laundry, employment agency, florist, funeral home, hair/nail salon, inspection service, import/export business, leasing, locksmith, moving company, newspaper, pest control, photographer, property management, psychic/palm reader, repair shop, storage warehouse, talent agency, tanning salon, tree service, vending machines, window tinting, or similar businesses
3	Contractors	All contractors including general, building, residential, electrical, gas, irrigation, mechanical, plumbing, roofing, solar, swimming pool, underground utility, or similar businesses
4	Education	Colleges, childcare, private school, tutoring, or similar businesses
5	Entertainment/ Recreation/Fitness	Amusement center/arcade, athletic club/fitness center, bowling alley, carnival, coin operated amusement, dancing school, golf course/driving range, karate/martial arts studio, movie theater, music school/teacher, nightclub, riding academy, rinks (bicycle, skating, other), tennis/racquetball club, travel agency, or similar businesses
6	Financial Services	ATM, bank, bondsmen, brokers (mortgage, boat, ship, yacht, stocks, bonds, etc.), collection/claims agents, finance (loans, mortgage, personal), insurance agency/adjuster/agent, or similar businesses
7	Food/Beverage Services	Bar, lounge, restaurant, café, lunch stand, caterer, or similar businesses
8	Health Care	Ambulance service, ambulatory care facility, blood bank, convalescent home, dental laboratory, hospital, medical laboratory, sanitarium, surgical center, urgent care facility, or similar businesses
9	Manufacturing/Industrial	Cabinet makers, carpentry, industrial, machine shop, manufacturer, or similar businesses
10	Professional Services	Accountant, auditor and bookkeeper, acupuncture, analytical chemists, architects, attorneys, chiropractors, counseling, dentists, dentist associates, detectives or investigators, dietician, physicians, pediatricians, surgeons and specialists, engineers, funeral directors and embalmers, hearing aid specialist, homeopathic physician, hypnotist, interior designers, laboratory technician, testing and research, includes dental and medical, landscape architects, land surveyors, massage therapist, medical examiners, naturopaths, nursing home administrators, opticians, optometrists or oculists, optical dispensary, orthopedics, osteopathic medical examiners, phrenologists, podiatrists, psychologist, veterinarian, or similar professions
11	Residential/Hotels and Motels	Hotel, motel, apartments/rooming house, adult congregate living facility, assisted living facility, or similar businesses
12	Retail/Wholesale	Merchant, consignment shop, pawnshop, rental service, or similar businesses
13	Utilities	Cable service, electric/power company, gas company, or similar businesses
14	Non-Classified	Not otherwise classified



HOME OCCUPATION AFFIDAVIT
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APPLICANT INFORMATION			
Applicant's Name:		Home Address:	
Business Name:		Email:	
Phone Number:			

This affidavit must be completed in conjunction with your Business Tax Receipt Application for a Home Occupation. Please carefully read the following city ordinances with regard to Home Occupations then sign the acknowledgement on page 2. Your signature must be notarized.

107-22 - HOME OCCUPATIONS

This section applies to any occupation, profession, or business activity conducted entirely within a dwelling unit and carried on by the occupant. The occupation or profession must be clearly incidental and subordinate to the use of the dwelling unit. The home occupation shall not change the character of the neighborhood dwelling unit. No home occupation may be initiated, established, or maintained in a dwelling unit except in conformance with the regulations and performance standards set forth in this section.

107-22.1 - Exempt Home Occupations

The activities listed in subsections (A) through (D), below, are not subject to this section, provided that all persons engaged in such activities reside on the premises:

- A) Artists, sculptors, and composers not selling their artistic product to the public on the premises;
- B) Craft work, such as jewelry-making and pottery, with no sales permitted on the premises;
- C) Home offices with no client visits to the home permitted; and
- D) Telephone answering and message services.

107-22.2 - Prohibited Home Occupations

The following uses are not permitted as home occupations in residential zoning districts:

- A) Medical/dental office;
- B) Motor vehicle and engine repair;
- C) Painting of vehicles, trailers or boats;
- D) Furniture refinishing;
- E) Gymnastic facilities;
- F) Recording studios;
- G) Outdoor recreation activities;
- H) Medical/cosmetic facilities for animals, including animal care or boarding facilities;
- I) Machine shop/metal working;
- J) Retail sales; Commercial food preparation;
- K) Contractors shops;
- L) Mortuaries;
- M) Medical procedures;
- N) Body piercing and/or painting, tattoos; or
- O) Any other use not allowed in accordance with the home occupation allowances of this chapter.

107-22.3 - Conditional Use Permit Home Occupations

The following uses may be permitted as home occupations in residential zoning districts through a conditional use permit by the board of adjustment and appeal:

- A) Home childcare, six or fewer children;
- B) Hair salon, barbering, hairdressing, and other personal care services;
- C) Massage therapy

107-22.4 - Performance Standards

Home occupations shall comply with the performance standards set forth below:

- A) The use shall be clearly incidental and secondary to residential occupancy.
- B) The use shall be conducted entirely within the interior of the dwelling unit.
- C) No person other than a resident of the dwelling unit shall be engaged in the home occupation.

- D) If renter occupied, a signed and notarized affidavit shall be required from the deeded property owner sanctioning tenant home occupation.
- E) Not more than six clients per day or one client at any time are permitted to visit the home occupation. Hours for visits shall be between 8:00 am - 8:00 pm.
- F) Not more than 25% of the gross floor area of the principal dwelling structure shall be utilized for the home occupation.
- G) Music, art, craft, or similar lessons are permitted (12 or fewer clients per day).
- H) Child care (maximum of six or fewer children) is permitted through Conditional Use approval only.
- I) Public facilities and utilities shall be adequate to safely accommodate equipment used for home occupation.
- J) Storage of goods and materials shall be inside and shall not include flammable, combustible, or explosive materials. There shall be no outside storage related to the home occupation.
- K) Parking shall be provided only in the driveway.
- L) No vehicle with a payload rating of more than 1 ton, not exceeding 20 feet in length, and exceeding eight feet in height shall be parked on the site or in front of the site on a regular basis.
- M) The home occupation shall not involve the manufacture or repair of products or equipment such as, but not limited to appliances and furniture.
- N) There shall be no change in the outside appearance of the dwelling or premises or other visible evidence of the conduct of such home occupation.
- O) Home occupation vehicular traffic shall not change the character of the neighborhood.
- P) Electronically amplified sounds shall not be audible from adjacent properties or public streets.
- Q) No equipment or process shall be used in such home occupation which generates dust, odors, noise, vibration, glare, fumes or electrical interference or fluctuation shall be perceptible beyond the property line.
- R) Deliveries and pickups shall be those normally associated with residential services, shall not block traffic circulation, and shall occur only between 8:00 AM and 8:00 PM, Monday through Saturday.
- S) Accessory buildings shall not be used for home occupation purposes.

107-22.5 - Unsafe Home Occupations

If any home occupation has become dangerous or unsafe; presents a safety hazard to the public, pedestrians on public sidewalks, or motorists on a public right- of-way; or presents a safety hazard to adjacent or nearby properties, residents, or businesses, the zoning administrator shall issue an order to the dwelling owner and/or tenant on the property on which the home occupation is being undertaken, directing that the home occupation immediately be made safe or be terminated. The property owner and/or tenant shall take the necessary corrective steps or measures but, in the event of a failure to do so by the owner and/or tenant, after notice and a reasonable period of time, the zoning administrator may take any and all available enforcement actions to render the home occupation and dwelling safe. Costs incurred by the zoning administrator, if forced to take enforcement actions, shall be borne by the property owner and shall be treated as a zoning violation.

ACKNOWLEDGEMENT: By signature below the Applicant does hereby acknowledge that they have read and understand the information contained above and will, at all times, conduct the Home Occupation in compliance with the City of Dunedin's ordinances.

Signature **Printed Name**

Sworn to and subscribed before me by _____ this _____ day of _____, 20 _____.

- Personally known to me, or
- Produced identification: _____

 Notary's Signature
 (NOTARY STAMP)