

Application for Home Based Business Tax Receipt

Your Business Tax Receipt is issued subject to Palm Beach Gardens Code Section 78-159 (1):

I hereby apply for a Home Based Business Tax Receipt to use a business telephone listing, business stationery and conduct minor business activity of a business office at my residence. I certify that I am eligible to apply for this Business Tax Receipt and I agree to adhere to the following regulations pertaining to such Business Tax Receipt when issued:

1. Only lawful residents of the dwelling shall be engaged in the occupation.
2. The use of the premises for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants. The use shall not change the residential character of the premises.
3. There shall be no change in the outside appearance of the building or premises, or other visible evidence that the premises are being used for the home occupation.
4. Home occupations shall not be conducted in any accessory building or structure or any open porch or carport which is attached to and part of the principal structure.
5. Home occupation shall occupy more than fifteen percent (15%) of the floor area of the dwelling unit, excluding any open porch, attached garage, or similar space not suited or intended for occupancy as living quarters.
6. Traffic shall not be generated by the home occupation in greater volumes than would normally be expected in a residential neighborhood.
7. Equipment or processes which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses at any lot line shall not be used in a home occupation. In addition, equipment or processes shall not be used which create any interference for neighboring properties in receiving radio, television, or other wireless devices, or which cause fluctuations in electrical service off the premises.
8. Manufacturing or fabrication of articles such as is commonly classified under the terms of arts and handicrafts may be deemed a home occupation, subject to the other terms and conditions of this definition.
9. On-premises use of stock, supplies, or product is prohibited.
10. On-premises signs or other advertising of home occupations is prohibited.
11. On-premise use or storage of hazardous materials is prohibited.
12. Employees, other than family members or residents, are prohibited.
13. Individuals requesting a home occupational license shall sign an affidavit furnished by the City acknowledging their receipt of regulations applicable to such license.
14. Not more than three (3) Business Tax Receipts shall be issued for one residence.
15. Client visits shall be limited as follows:
 - a. Excluding private instruction, not more than two persons per day may visit each business or businesses operating in a residence pursuant to these requirements, up to a maximum of four persons per day; and

- b. Private instructions, limited to academic, artistic, and musical subjects, shall be limited to not more than two persons at the same time.

This limit shall not apply to delivery of parcels, documents, and similar items by clients or licensed delivery firms.

Commercial Vehicles

Palm Beach Gardens Code Section 78-392:

Definitions.

When used in this subdivision, the words, terms, and phrases set forth below shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Words, terms, or phrases which are not defined in this section shall be ascribed the meaning which may be provided by state statute, as amended from time to time. When a term is defined by both state statute and this section, the definition provided in this section shall prevail.

Bus means any vehicle, whether public or private, designed for carrying, with or without compensation, more than ten passengers.

Commercial vehicle means any agricultural, construction or industrial equipment; any motor vehicle upon which advertising markings have been affixed which occupy in excess of three square feet per side; any motor vehicle having a carrying capacity of more than one ton; any motor vehicle to which has been added a platform rack or other similar apparatus designed for carrying property or cargo, but excluding a standard luggage rack; any pickup truck to which has been added a cargo box, or similar carrying device, which is located outside the flatbed portion of the vehicle, or which is located within the flatbed portion but exceeds the height of the cab portion of the vehicle; any motor vehicle equipped with a hoist or other similar mechanical equipment. The term may include, but is not limited to, a bus, step van tractor, trailer, semitrailer, or semi truck, as those terms are defined herein.

Pickup truck means any motor vehicle designed primarily for the transportation of property or cargo within a permanently attached open cargo box and having a carrying capacity of one ton or less. A pickup truck which is equipped with a standard flatbed topper which does not exceed the height of the cab portion of the vehicle by more than 12 inches shall not be considered a commercial vehicle.

Recreational vehicle (RV) means a vehicle which is designed, constructed, or equipped as a dwelling place, living quarters, or sleeping place, whether temporary or permanent, and which may be used on public roadways. Such a vehicle may include those which are motorized, as well as those which are designed to be mounted on or drawn by another vehicle. The term "recreational vehicle" may include, but is not limited to, a travel trailer, camping trailer, camper, truck camper, motor home, motor coach, park trailer, mobile home, or other such vehicle type.

Residential district means an area zoned residential according to the land development regulations of the city.

Semitrailer means any vehicle designed to be coupled to or drawn by a motor vehicle and constructed so that some part of its weight and that of its load rests upon or is carried by another vehicle.

Semi truck means any motor vehicle designed, intended, or used to draw a semitrailer.

Step van means any motor vehicle having a generally rectangular bulk, designed and manufactured primarily as a commercial delivery or service truck, and characterized by having sufficient headroom for an adult six feet in height to stand upright.

Tractor means any vehicle, whether motorized or towed, designed and used primarily for agriculture, landscape, or other land maintenance purposes.

Watercraft means any vessel, whether motorized or not, designed, constructed, or used for transportation or recreation on the water. The term "watercraft" is intended to include, but is not limited to, all forms of a boat, sailboat, motorboat, canoe, and personal watercraft such as a jet-ski.

(Ord. No. 17-2000, § 198, 7-20-00)

Palm Beach Gardens Code Section 78-393:

Parking and storage restrictions for commercial vehicles.

All commercial vehicles shall be prohibited from being parked or stored in a residential district, unless subject to one of the exceptions listed in this subdivision.

Palm Beach Gardens Code Section 78-394:

Exceptions for commercial vehicles.

The parking and storage restrictions established in this subdivision shall not apply in the situations listed below.

(a) Construction sites. Restricted vehicles parked temporarily at a site undergoing construction, for which a current and valid building permit has been issued by the city. The restricted vehicle may remain at the construction site only as long as necessary. However, under no circumstances shall the restricted vehicle remain after completion of the construction or expiration of the building permit, whichever occurs first.

(b) Sales office use. The use of a restricted vehicle as a sales office on an approved development site, subject to all provisions of this subdivision pertaining to such use.

(c) Security. The use of a restricted vehicle as a security facility, subject to all provisions of this subdivision pertaining to such use.

(d) Deliveries and service calls. The use of a restricted vehicle for deliveries, service calls, and other related trade services, provided such use is limited to the reasonable time necessary to complete a delivery or service.

(e) Disabled vehicles. A restricted vehicle which becomes disabled and, as a result of such status, cannot reasonably comply with this subdivision. Such vehicle shall be removed from the residential district within 24 hours of the disabling incident, regardless of the nature of the disabling incident.

(f) Public safety. A restricted vehicle which is owned, maintained, or operated by an agency of government for the purpose of public safety.

(g) Enclosed parking. A restricted vehicle which is parked or stored in a fully-enclosed garage facility.

(1) A restricted vehicle which is parked or stored on the side or rear yard of a lot, provided it is parked in compliance with the buffering and screening conditions set forth in section 78-395.

(Ord. No. 17-2000, § 200, 7-20-00)

****Please notify the city of any changes in address, whether business or personal, in order to keep your Business Tax Receipt current and legally assigned. If you move to a commercial location you must obtain a commercial Business Tax Receipt before opening your doors for business****



**CITY OF PALM BEACH GARDENS
BUSINESS TAX APPLICATION
Business Services
Phone: 561-799-4216 Fax: 561-799-4211**

FOR OFFICE USE ONLY

COMMERCIAL

NEW

**ADDRESS
CHANGE**

**NAME
CHANGE**

**CHANGE
OWNERSHIP**

EXPEDITED

ROUTE

RESIDENTIAL

(please fill out boxes 1,2,3,6,7)

**BUSINESS TAX RECEIPTS EXPIRE SEPTEMBER 30TH and MUST BE
RENEWED ANNUALLY TO REMAIN COMPLIANT!**

MISSING

**SCAN
DOCUMENTS**

<p>(1) Business Name/ DBA: _____ Corporation / LLC Name: _____ Primary Address of Business: _____ Suite: _____ Business Phone: _____ Fax: _____ Cell Phone: _____ Email: _____</p>	<p>Business Mailing Address: _____ City _____ State _____ Zip _____ Emergency Contact Name: _____ Emergency Contact Phone: _____ Business Owner Name: _____ Business Owner Address: _____ Business Owner Phone : _____</p>
<p>(2) Federal ID (FEIN) _____ OR SS # _____ Opening Date of Business at this location: _____ Nature of the Business: _____ Total SQ FT: _____ Is the business licensed through the State of Florida? YES / NO</p>	<p>(3) COMPLETE THIS SECTION FOR HOME BASED BUSINESSES ONLY Do all employees reside in the home? YES / NO Do you currently hold a Business Tax Receipt for another business? YES / NO (If yes, please provide us with the names of the businesses. _____</p>

(4) SPECIALTY TAX RECEIPT INFORMATION (If Applicable)

- Does the business have a Security Alarm? YES / NO
- Fire Alarm? YES/NO (If yes, please Complete an Alarm Registration form: additional fees may apply.)
- Were there any renovations completed to accommodate the business? YES / NO
(If yes, please provide a copy of the Certificate of Occupancy.)
- Does the business employ any State Licensed – Professionals? _of each of their State Licenses.) YES / NO
(Please provide a list of all state licensed employees with a copy of each of their State licenses.)
- Does the restaurant have outdoor seating? YES / NO.
- If yes, has it been approved by the City's Zoning Department? YES / NO.
- Does the restaurant allow Dog Friendly Dining? YES/NO. If yes, has it been approved by the City's Zoning Department? YES/NO.
- Does the business have live entertainment? YES/NO. If yes, has it been approved by the City's Zoning Department? YES/NO.
- Restaurant/Movie Theaters: # of seats _____ Hotels/ Apartments: # of Units _____
- Salons/Barber Shops/Cosmetology : # of Chairs/Beds _____
- Retail & Wholesale Merchants (Annual Inventory amount at Wholesale cost) \$ _____
- Any hazardous flammable materials stored on site? YES / NO (If yes, provide a list of materials and quantities of each.)
- Vehicle for Hire and Transportation Companies Only (Please provide a copy of the liability Insurance for each vehicle or the fleet).

(5)

FICTITIOUS NAME EXEMPTION

Per section 205.023 of the Florida Statutes, the business is not required to comply with the Fictitious Name Act for the following reasons:

_____ The business is a corporation or LLC and registered with the Florida Division of Corporations.

_____ The business name is my legal name. (John Smith)

_____ The business is registered with the Department of Business and Professional Regulations and the DBA (Doing Business As) does not differ from the corporation name.

_____ I am a new professional adding to an existing office which is current with their business tax receipt with the City of Palm Beach Gardens.

(6) DESCRIBE THE NATURE OF BUSINESS

HOME BASED BUSINESS AFFIDAVIT

I hereby affirm that I have been provided a copy of **Section 78-159 of the Palm Beach Gardens Code of Ordinance** pertaining to home-based business, and understand the restrictions and limitations placed upon my home-based business by the provisions therein. At any time if there is a complaint of non-compliance against the property address in regards to the home business, I understand that the property owner may be subject to Code Enforcement actions. If found in violation, the property owner may be assessed fines of up to \$250 per day.

Initials

FEES AND PENALTIES

COMMERCIAL BUSINESS FEES	HOME BASED BUSINESS FEES	PENALTIES per Florida Statute Ch. 205 for payments post marked after:
Application: \$35	Application: \$25	<u>September 30th = 10%</u>
Fire Inspection: Minimum \$50 (based on sq. ft.)	Business Tax: \$75	<u>October 31st = 15%</u>
Business Tax: Reference City Code Chapter 66.		<u>November 30th = 20%</u>
		<u>December 31st = 25%</u>

Your Business Tax Application will be issued under the provisions of **Palm Beach Gardens Code Sec. 66-37**. Completion of an application does not constitute issuance of a Business Tax Receipt and therefore does not permit the operation of the business for which a business tax receipt has been applied until the Business Tax Receipt is **ISSUED**. Your business must comply with all applicable Chapters and Sections of the City's Code of Ordinances. It is the responsibility of the business to confirm all business signage and business use is in accordance with the City's Land Development Regulations prior to filing an application for a Business Tax Receipt. Issuance of the Business Tax Receipt is neither an endorsement nor certification of compliance with other ordinances or laws.

I hereby certify under penalty of perjury that I have read and understand the above statements, and that the information provided above is true and correct to the best of my knowledge and ability.

(Signature of Owner or Agent for the business)

Print Name: _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by

(Name of person making statement)

Personally Known _____ OR Produced Identification _____

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public) Type of Identification Produced _____



Application For Palm Beach County Local Business Tax Receipt

#1: BUSINESS INFORMATION (To be completed by applicant):

****Instructions & checklist on reverse side****

Check Applicable Box: New Business Transfer of Address Transfer of Ownership Business Name Change
 Other _____

Existing PBC LBTR # (if applicable): _____

Corporation/Business Name: _____

Fictitious/DBA/Trade Name: _____

Division of Corporations requires registration of a fictitious name. Submit copy of registration with this application.

Owner/Applicant Name: _____

Federal Employer ID #: _____ ****OR**** Social Security #: _____

Business Address: _____ City: _____ State: _____ ZIP: _____

Applicant/Business Start Date at Location: _____ Business Phone Number: _____

Mailing Address (if different above): _____ City: _____ State: _____ ZIP: _____

E-Mail address: _____

Nature of Business: _____ ****OR**** Profession: _____
(Landscape, Cleaning Service, etc.) (Doctor, Lawyer, etc.)

Maximum Number of: Employees: _____ Machines: _____ Rooms: _____ Restaurant seating: _____

Were you issued a Notice of Non-Compliance? Yes _____ No _____

I certify, under penalty of law, that the above information is true and correct, and I understand that any false statements could result in penalties as provided by law.

Signature: _____ Title: _____
(Agent, Owner, Rep.)

#2: PLEASE NOTE: ZONING APPROVAL MUST BE COMPLETED PRIOR TO APPLICATION SUBMITTAL ****See reverse side for details on zoning****

Municipal/City Zoning Approval: _____ Title: _____

Additional Fees May Apply

Unincorporated Zoning Approval/Planning Zoning & Building Approval: _____ Title: _____

PCN: _____ ePZB Application Number: _____ Date: _____

Control Number: _____ Resolution Number: _____

Use pursuant to the PBC ULDC Article 4 supplementary use standards: _____

PZ&B - Check box if approval from department is required***

Regulator Signature required on line, when approval has been granted***

Zoning (U No.) _____ Fire Marshall _____

Compliance _____ Health Department _____

Building _____ Hotel & Restaurant _____

NAICS Code _____ Prior Use of Bay/Bldg. _____

Other _____ Cnty Home Based Affidavit _____

FOR TCO OFFICE USE ONLY

LBTR#/Account #: _____ State/County License Cert #: _____

CSS / SCSS: _____ Date: _____ Field Service Approval: _____

NAICS Code _____ TOTAL FEE DUE: \$ _____ Receipt #: _____



Application Requirement Guide for Local Business Tax Receipt

APPLICATION REQUIREMENT GUIDE (CHECKLIST)

****Please complete application on reverse side.****

- COMPLETE APPLICATION (box #1 on reverse side)**
- ATTACH A COPY OF FICTITIOUS NAME REGISTRATION (if applicable):** www.sunbiz.org
- OBTAIN ZONING APPROVAL from the following (box #2 on reverse side):**
 - Municipal/City Business Tax Receipt (If business is located within city limits, submit this application to the city for zoning approval).
 - Unincorporated - Palm Beach County Zoning Approval (If business is located in unincorporated Palm Beach County) submit this application to Palm Beach County Planning, Zoning & Building for approval [2300 N. Jog Rd. West Palm Beach-Vista Center (561-233-5200)].
 - Unincorporated Home Based Business - Form #103 must be completed.
- COPIES OF STATE OR COUNTY CERTIFICATIONS/LICENSE (if applicable):**
 - Dept. of Business and Professional Regulation(850) 487-1395
 - Palm Beach County Dept. of Health(561) 840-4500
 - State of Florida Dept. of Health(850) 488-0595
 - Palm Beach County Construction Industry Licensing Board(561) 233-5525
 - State of Florida, Dept. of Agriculture and Consumer Services(800) 435-7352
 - Florida Division of Hotel & Restaurants(850) 487-1395
 - Florida Office of Financial Regulation(850) 410-9805

NOTE: Price quotes are only valid if received and posted in the Tax Collector's Office within the same month of quote.

This receipt is in addition to and not in lieu of any license or receipt required by law or city ordinance and is subject to regulations of zoning, health and any other lawful authority Section 17-17 of Palm Beach County Ordinance No. 72-7.

For more information, call (561) 355-2264 or visit our website at www.pbctax.com.

Mail completed application to:
 Palm Beach County Tax Collector
 Attn: Business Tax Department
 P.O. Box 3715
 West Palm Beach, FL 33402-3715

Visit any of these locations with the completed application: (Monday – Friday 8:15 am to 5:00 pm)

Belle Glade Service Center
 PBC Glades Office Building
 2976 State Road 15
 Belle Glade, FL

Lake Worth Service Center
 3551 South Military Trail
 Lake Worth, FL

Royal Palm Beach Service Center
 200 Civic Center Way
 Royal Palm Beach, FL

Delray Beach/South County Service Center
 501 South Congress Ave
 Delray Beach, FL

Palm Beach Gardens/NE County Courthouse Service Center
 3188 PGA Blvd
 Palm Beach Gardens, FL

West Palm Beach/Downtown Service Center
 301 North Olive Avenue, Room #101
 West Palm Beach, FL



CITY OF PALM BEACH GARDENS
Business Services Division
10500 N. MILITARY TRAIL
PALM BEACH GARDENS, FLORIDA 33410-4698
Phone: 561-799-4216 email: business@pbgfl.com

Go **GREEN** with **eRenewals** & **eNotices**!

The City of Palm Beach Gardens is proud to announce that the Business Services Division is going Green! Beginning the 2016 – 2017 Business Tax Renewal Season, you will have the option to receive your business tax renewal notice by email. By returning this form it will allow us to provide your business with most recent renewal updates, missing document notices, or any additional notifications. Please fill out this form in its entirety and return to the Business Services Division at the address listed above.

Please note, **if your business has moved, business name or ownership has changed, or square footage of business has changed**, a new application for approval must be submitted prior to the issuance of a new business tax receipt.

Yes, Sign my business up for eRenewals & eNotices.

No, Do not sign my business up, keep mailing out my renewal notices.

Business Information

Business Name: _____

Address:

Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Business Phone: _____ Alternate Phone: _____

Email Address: _____

Current Sq. Ft.: _____

Emergency Contact Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Primary Phone: _____ Alternate Phone: _____

Alternate Email: _____

Authorized Agent

Print Name: _____ Signature: _____ Date: _____