



City of Parkland  
6600 University Drive  
Parkland, FL 33067

## Home Business Tax Receipt Application

### HOME BUSINESS INFORMATION

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

Sole Proprietor       Partnership       Corporation       LLC

Fictitious name (if any): \_\_\_\_\_

FEIN: \_\_\_\_\_ FL Sales Tax # \_\_\_\_\_

Describe type of business in detail to enable City to determine the proper classification for the Tax Receipt. Failure to provide accurate information could result in the revocation of your business tax receipt and legal action.

Type of Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Renewal Notice/Email: \_\_\_\_\_

Renewal Mailing Address: \_\_\_\_\_

### HOME BUSINESS DETAILS

Date Business Opened: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ Day Care: \_\_\_\_\_ Group Home: \_\_\_\_\_

### HOME OFFICE

Home Office Square Footage: \_\_\_\_\_ (attach floor plan showing office location)

### OWNER INFORMATION

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Driver's License # \_\_\_\_\_ State Issued: \_\_\_\_\_



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### HOME BASED BUSINESS AFFIDAVIT- Sign in Presence of Notary Only

This is to certify that all information given is true and accurate. I have read this application and the statements contained herein are true and correct to the best of my knowledge.

I have read and acknowledge that I will be conducting a home occupation in accordance with the provisions of Section 15-4010 of the City of Parkland Land Development Code.

I understand that my Home Business Tax Receipt may be revoked if I am found to be in violation of this Section.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

STATE OF FLORIDA, COUNTY OF BROWARD, SWORN TO AND SUBSCRIBED BEFORE ME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_. \_\_\_\_\_.

Personally Known  Produced ID Type of ID: \_\_\_\_\_

NOTARY PUBLIC

(sign and stamp) \_\_\_\_\_

#### For City Use Only:

Building: \_\_\_\_\_  Approved  Rejected

Zoning: \_\_\_\_\_  Approved  Rejected



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### HOME BASED BUSINESS – General Information

Home Based Businesses are governed by Section 15-4010 of the City of Parkland Land Development Code. All applicants should review this portion of the code PRIOR to making an application. Please note that:

- No person other than members of the family residing on the premises shall be engaged in such home occupation.
- There shall be no display of goods, machinery, equipment or any performance of work visible or audible from any street or adjoining property, nor shall there be any sign visible from the street or adjoining property identifying or providing any information of any nature regarding the home occupation.
- No home occupation shall occupy an area greater than twenty (20) percent or three hundred (300) square feet, whichever is less, of the floor area of the residence. No home occupation shall be conducted in any accessory building; such occupation shall be conducted in the main residence. No more than one (1) home occupation shall be permitted within any single dwelling unit.
- No motor power other than electric motors shall be used in conjunction with such home occupations. The total horsepower of such motor shall not exceed three (3) horsepower, or one (1) horsepower for any single motor.
- No equipment or process shall be used in such home occupation which creates noise, vibration, glare or any fumes, odors, or electrical interference detectable to the normal senses off the lot. Electrical interference shall be that which causes interference in any radio or in any television receivers off the premises or causes fluctuations in line voltage off the premises.
- No home occupation shall generate or attract traffic to a residence in excess of the average trip generation rate for the applicable type of dwelling unit according to the latest edition of "Trip Generation", published by the Institute of Transportation Engineers.
- Family day care home complying with all provisions set forth in F.S. 402.301 et seq.
- Community residential home complying with all provisions set forth in F.S. 419 et seq.

### DOCUMENT CHECKLIST

#### Required Documents

- Proof of Home Ownership/Tenancy
- Articles of Incorporation/Partnership Papers/LLC Papers
- Floor Plan showing location of home office
- Broward County Business Tax Receipt
- FEIN
- Copy of Current Florida Driver's License
- Business Plan
- Fictitious Name Registration
- \$80 Payment (cash or check) to the City of Parkland

#### **Additional Documents – Required only if they apply to you**

- Department of Professional Regulation Inspection Report
- Exemption Status 501C (if applicable)
- State License
- State Certification and/or State Competency
- Professional License
- Insurance Certificate
- Broward County Health License
- Family Child Care Home License (County)– Child Care Licensing & Enforcement (954-537-2800)
- Assisted Living Facility Certificate from DCF (850-448-1234)
- Cooking on premises requires Broward County Health Dept. Permit (954-467-4700)