



# CITY OF Boca Raton

## BUSINESS TAX AUTHORITY

BUSINESS TAX AUTHORITY  
200 NW 2<sup>nd</sup> AVENUE • BOCA RATON, FL 33432  
PHONE: (561) 393-7937  
(FOR HEARING IMPAIRED) TDD: (561) 367-7043  
• Hours: Monday thru Friday 8-4 Except Wednesday 8-3  
[www.myboca.us](http://www.myboca.us)

### APPLICATION FOR HOME BASED BUSINESS TAX RECEIPT / CERTIFICATE OF USE

Check One: New Business      Change of Address      Change of Ownership      Other \_\_\_\_\_

Company Name \_\_\_\_\_ Occupancy/Start Date \_\_\_\_\_

D/B/A \_\_\_\_\_ (Must supply proof of Corporate or Fictitious Name filing)

Business Address: \_\_\_\_\_ Boca Raton, FL Zip Code \_\_\_\_\_

Mailing Address (if different from business): Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax No. : (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email address: \_\_\_\_\_

Describe business activities that will be conducted at the home office: \_\_\_\_\_

Federal Employment I.D. # or Social Security # \_\_\_\_\_ State License # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

IS THE COMPANY ENGAGED IN THE BUSINESS OF COMMERCIAL TELEMARKETING? Yes  No

IF YES, PROVIDE A COPY COMMERCIAL TELEPHONE SELLER LICENSE OR EXEMPTION AS PER F.S. CH. 501:

I, \_\_\_\_\_, agree to comply with the following standards and conditions set forth in Code Section 28-1533,  
(Print Name of Applicant)

City of Boca Raton Code of Ordinances for a home based occupation with the nature of the business described as \_\_\_\_\_

- Prior to issuance of a certificate of use and as continuing operational standards, home occupations shall comply with the following:
- No person shall be employed in a home occupation who is not a permanent domiciliary resident of the dwelling unit in which the home occupation exists.
- The floor area within a dwelling unit devoted to a home occupation shall not exceed 25 percent of the gross floor area of the dwelling unit excluding porches, garages, carports, and other areas which are not considered living area.
- The activities of a home occupation shall occur entirely within the dwelling unit, excluding accessory structure such as garages, carports and sheds.
- There shall be no external evidence of the existence of a home occupation within a dwelling unit. Signs, displays, off-street parking areas other than driveways normally required for residential use, or other advertising of any kind are prohibited.
- No goods or services of any kind shall be sold or transferred to a customer, consumer or client on the premises of a home occupation, excluding computer or related electronic technology, facsimile machine, telephone and/or United States Postal Service or private postal transactions.
- A home occupation shall not create noise, vibration, glare, fumes, odors, dust, smoke or electro-magnetic disturbances. No equipment or processes shall be used which create visual or audible interference in any radio or television receiver located nearby. No chemicals or chemical equipment shall be used, except those that are used for domestic or household purposes.
- Vehicular and pedestrian traffic shall not be generated by a home occupation in a greater volume or a different vehicle type than the traffic typical in a residential neighborhood in the city.
- Home occupation business deliveries or pickups of any kind required or scheduled by and made to the premises of a home occupation shall not exceed 1 business delivery or pick up per day.
- The city shall have the right reasonably to inspect the premises upon which the home occupation is conducted to insure compliance with the foregoing standards, and to investigate complaints, if any, from neighbors.
- Violation of standards or conditions deemed a Code violation. Failure by a home occupation to comply with the standards of this section and with the conditions imposed by the department shall be deemed a violation of this Code and may result in a suspension or termination of the certificate of use.
- Appeals. An applicant for certificate of use whose application is denied for failure to meet the standards set forth in this section, who objects to any conditions imposed by the department, or whose certificate of use for home occupation is suspended or revoked, may appeal the reasonableness of any of the zoning board of adjustment which may direct that certificate of use be issued with or without conditions or may modify, add to or delete the imposed conditions.

**I HAVE READ AND AGREE TO THE STANDARDS AND CONDITIONS SET FORTH ABOVE. I AFFIRM THAT THE INFORMATION GIVEN ON THIS DOCUMENT IS TRUE. ANY INTENTIONAL MISREPRESENTATION ON THIS DOCUMENT SHALL BE CONSIDERED A FALSE OFFICIAL STATEMENT IN VIOLATION OF FLORIDA STATE STATUTE 831.02 AND SHALL BE PROSECUTED ACCORDING TO THE LAW.**

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

#### FOR OFFICE USE ONLY

Application Date: \_\_\_\_\_ BTR #. \_\_\_\_\_ Processor \_\_\_\_\_

Charges: \_\_\_\_\_



Mailing Address  
Business Tax Authority  
201 W Palmetto Park Rd  
Boca Raton, FL. 33432

STAY CONNECTED

**REVISED**

2:00 pm, Jun 04, 2018