

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 no 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. Vehicle parking shall be located on the same lot or premise as the home occupation.
8. 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.
9. 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.
10. On-premises use of stock, supplies, or product is prohibited.
11. On-premises signs or other advertising of home occupations is prohibited.
12. On-premise use or storage of hazardous materials is prohibited.
13. Employees, other than family members or residents, are prohibited.
14. Individuals requesting a home occupational license shall sign an affidavit furnished by the City acknowledging their receipt of regulations applicable to such license.
15. Not more than three (3) Business Tax Receipts shall be issued for one residence.
16. 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 motor vehicle having a carrying capacity of more than one (1) ton and/or a towed trailer, regardless of size, which is used for commercial purposes or has an outward appearance of being used in connection with a business, including, but not limited to, openly visible or unconcealed load of equipment, cargo, tools, construction materials, mounted accessories that a reasonable person would associate with commercial activity, or the display of a business name, logo, address, telephone number, or business license number. The use of canvas, tarpaulin, or other similar materials or similar covers does not constitute concealment as required herein. Such vehicle must be owned by the resident or be assigned to the resident by the business or entity which the vehicle serves, shall not be used for storage purposes, and is limited to one (1) such vehicle per residence.

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 any property with a residential future land use designation or zoning district designation or any residential portion of a PUD or PCD. In respect to the lighting regulations contained in this chapter, residential units in an approved mixed-used project are exempt.

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. 13, 2017, § 3, 5-4-17)

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 HOME BASED BUSINESS TAX AFFIDAVIT

BEFORE ME, the undersigned authority, personally appeared _____
(Applicant Name, please print)

And being duly sworn and deposed, says as follows:

1. The name and nature of my business is:

2. My residence address is:

3. Phone Number (Home and/or Cell):

4. Total Square Footage of residence: _____ Square Footage to be occupied by business: _____

5. I am the applicant for which application is being made to utilize a **Home Address** as the business address for a City Palm Beach Gardens Business Tax Receipt.

I agree to the following conditions:

Initial

- _____ On-premise signs or other advertising of home occupations is prohibited.
- _____ On-premise use or storage of hazardous materials is prohibited.
- _____ On-premise sales of stock, supplies, or product is prohibited.
- _____ I will not have a commercial vehicle on my property, unless subject to possible exceptions listed in (Sec.78-394).
- _____ I will adhere to the number of client visits allowed per City Code Sec. 78-159 (1) (q).

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.

(Initial)

(Signature of Applicant)

Print Name: _____

(Stamp Commissioned Name of Notary Public)

COUNTY OF _____

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

(Name of person making statement)

(Signature of Notary Public - State of Florida)

Personally Known : _____ OR Produced Identification: _____

Type of Identification Produced: _____



Business Tax Receipt Application

City of Palm Beach Gardens

10500 N Military Trail, Palm Beach Gardens, FL 33410

561-799-4216 | business@pbgfl.com

BUSINESS INFORMATION (To be completed by applicant):

Check Applicable Box: ☐ Commercial ☐ Home Based
☐ Change of Address ☐ Change of Name ☐ Transfer of Ownership

Business/DBA/ Trade Name: _____

(FL Statute 205.023 requires registration of a fictitious name or article of incorporation to accompany this application)

Main Contact: _____ Phone Number: _____

E-mail: _____ Business Phone Number: _____

☐ Yes, sign up my business for e-renewals ☐ No, do not sign up my business for e-renewals

Business Address: _____ Previous Business/Tenant: _____

Mailing Address: _____

Date Opened in PBG: _____ Federal Tax ID**OR**Social Security#: _____

Property Management: _____ Phone Number: _____

Nature of Business: _____ **OR** Profession: _____

Detailed description of services: _____

Were there any renovations that required a permit to accommodate the business: ☐ Yes ☐ No

If so what is the permit number: _____

Please provide a Certificate of Occupancy if applicable.

Were you found operating without a City of Palm Beach Gardens Business Tax Receipt: ☐ Yes ☐ No

# of Employees (HOME BASED—See Affidavit)			# of beds (Hospital, ALF's, Nursing, etc.)		
# of Employees (COMMERCIAL— State Licensed Individuals are required to apply separately)			# of restaurant/bar seats: Total of Indoor		
			Total of Outdoor		
# of units (Hotels/Apartments)			# of salon chairs/beds		
Retail Inventory @ your cost	\$		Total Square Footage of Office/Space		

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: _____

(Stamp Commissioned Name of Notary Public)

COUNTY OF _____

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

(Name of person making statement)

(Signature of Notary Public - State of Florida)

Personally Known : _____ OR Produced Identification: _____

Type of Identification Produced: _____

Rev: 05/01/2018



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 www.pbctax.com/appointments to make an appointment at one of our service centers to process your completed application.



ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County
Serving you.

Sec. 17-17 of PBC Ordinance No. 72-7.

No business tax receipt shall be issued until applicable county and state laws are complied with including, but not limited to, building, zoning, construction industry licensing, fire control and health.

www.pbctax.com

PBCTC Form 65

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
☐ Tourist Development Tax - **NO ZONING REQUIRED**, (excludes hotel/motel) Complete section #1 only. ☐ 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: _____
(Landscaper, 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****

(NO ZONING REQUIRED FOR SHORT TERM RENTALS)

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 Base Affidavit _____

FOR TCO OFFICE USE ONLY

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

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

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