



CITY OF ORLANDO

Home Occupation Application (In addition to the Business Tax Application)

Site Address: _____ Orlando, FL Zip: _____

Applicant Name: _____ Phone #: _____

Property Owner Name, Address: _____

Total floor area of dwelling unit: _____ Sq Ft

Total floor area of the room(s) to be used in the conduct of the home occupation: _____ Sq Ft

Maximum number of vehicular trips generated by the home occupation: _____ trips per day

Number of employees and/or volunteer workers and their relationship to the applicant: _____

Type of merchandise to be stored or displayed: _____

Please explain in detail the exact nature of your home occupation, including the tasks you will perform in and away from your home: _____

I certify the information contained herein is true and correct to the best of my knowledge and belief. I understand that if any portion is false or misrepresented, it may be cause for immediate revocation of zoning approval.

Applicant Signature: _____ Date: _____

Additional Instructions:

1. Check with your Home Owner's Association for any private deed restrictions that may prohibit you from having a business in your home.
2. Unless you are the homeowner, attach a notarized letter of approval for the home occupation from the property owner or property manager. If the home is a condominium, attach a separate notarized letter of approval from the Condominium Association or property manager.
3. Provide a sketch or drawing of the floor plan of your home showing the dimensions of each room and of the total home. Label the rooms and identify the area to be used for the home occupation.
4. Submit a completed City of Orlando Business Tax Application.
5. In addition to the City Business Tax fee, there is a **\$50.00** home occupation processing fee.

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HOME OCCUPATIONS

Generally, businesses are not allowed to operate at a residential address. However, more and more people are seeking to start or relocate their businesses into their homes. The City of Orlando allows some “office only” occupations to operate from a home when certain criteria are met.

Regulating home businesses is the City’s way of making sure the residential character of the neighborhood where the home occupation is operating is not adversely affected. If you are thinking about operating your business from your home, complete the following questionnaire to see if your business meets the qualifications for a home occupation.

Home Occupation Questionnaire

Will you...

- | | | |
|---|------------------------------|-----------------------------|
| Run the business by yourself (or only with other people living in your home like your spouse, roommate, or child)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Operate the portion of your business you do at home entirely within the living area (excluding the garage, yard or accessory structure) of your home? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Be able to conduct your business without making alterations to the exterior of your home? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Generate traffic of not more than two (2) vehicles at one time or ten (10) in one day? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Use or store only household or office equipment or supplies commonly found in homes? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Use no more than 25% of the floor area or 500 sq. ft. of your home (whichever is less) for your business? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Agree to have any merchandise ordered from you, drop-shipped directly to your customer from the manufacturer? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Operate your business so as to not create any noise, glare, odors, or other nuisances to your neighbors? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If you are not the property owner, be able to obtain notarized approval from the property owner? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered yes to all of the above questions, you may be able to have a home occupation in the City of Orlando. If you answered no to any of the above questions, a permit technician may be able to assist you in modifying your plans so that you would be able to have a home business.



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Getting Approval

The following checklist will assist you in gaining approval for your home occupation.

- 1) Determine the type of home business you want to start.
- 2) If using a fictitious name for the business, it must be registered first with the State of Florida. Call 850.245.6058.
- 3) Is your home located in the City of Orlando? If you're not sure you're in the City, call us at 407.246.2204. If you are not in the City, contact your local jurisdiction for information.
- 4) Complete the Home Occupation Application and the Business Tax Application. If you need assistance, please call 407.246.2204.
- 5) If applicable, include those items listed under Additional Instructions on the Home Occupation Application (i.e. floor plan, owner approval).
- 6) Forward your applications and attachments to our office either by mail or by visiting City Hall. We accept cash, checks, debit cards, VISA, MasterCard or American Express credit cards in payment for permit and Business Tax fees.

The Home Occupation Application will be reviewed and upon approval your Business Tax Application will be processed. After payment of all applicable fees, the City Business Tax Receipt will be issued.

Examples of Permitted Home Occupations

Consulting
 Mail Order/Manufacturer's Agent
 Word Processing
 Contractor (office only)

Architect/Engineer
 Bookkeeping/Accounting
 Interior Decorator/Designer
 Insurance Agent

Prohibited Home Occupations

Adult Entertainment
 Antique Shops
 Auto Service and Repair
 Barber and Beauty Shops
 Bed and Breakfast Facilities
 Body Scrubs
 Child Care Centers
 Churches
 Clubs, Private
 Commercial Physical Contact Establishments
 Drive-in Facilities
 Eating and Drinking Establishments
 Escort Services
 Food Processing and Handling

Fortune Tellers
 Funeral Homes
 Group Instruction of More Than (4) People
 Health Spas
 Hospitals and Clinics
 Hotels/Motels
 Kennels
 Massage Establishments
 Modeling of Clothes
 Plasmapheresis
 Retail or Wholesale
 Vehicle Sales, Rental or Repair
 Whole Blood Facilities

Cost of Home Occupation

In addition to the annual Business Tax fee there is a one-time \$50.00 application fee to help defray the additional costs, such as notification of neighbors, in administering the home occupation.



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Transferability

Approval to conduct a home occupation is not transferable from one person to another or from one location to another. However, the one-time application fee for a home occupation will be waived, upon approval, when a home business moves to a new home within the City limits of Orlando. There is a 10% transfer fee to transfer your City Business Tax Receipt.

Code Requirements

Additional information about Home Occupations can be found in City Code Chapter 58.938 thru 58.941 or by calling us at 407.246.2204.

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