

# **HOME-BASED BUSINESS**



## **INSTRUCTIONS FOR**

### **OPENING A HOME-BASED BUSINESS IN THE TOWN OF LAKE PARK**

***\*\*Application Process Must Be Completed Within 30 Days Of Submittal Or Application Will Be Null & Void And Resubmittal Will Be Required. All Fees Are Non-Refundable\*\****

All businesses located in the Town of Lake Park must obtain a Town Business Tax Receipt (BTR) Obtaining a BTR in the Town of Lake Park is a **TWO-STEP** Process, and includes:

1. Zoning Certificate Approval
2. Business Tax Receipt

There is separate Application for each of the steps.

## **STEP #1: ZONING CERTIFICATE APPLICATION**

### **Zoning Certificate Application Packet**

The packet may be downloaded from the Town's website:

[www.lakeparkflorida.gov/cdd/other](http://www.lakeparkflorida.gov/cdd/other)) by selecting HOME-BASED BUSINESS – ZONING CERTIFICATE APPLICATION

### **PLEASE READ CAREFULLY**

1. **Fill out the Town's Zoning Certificate Application and the top half of the Palm Beach County BTR Application which is included in the packet. Please make sure that you have filled out all necessary documents and have read the Town regulations regarding Home-based businesses and residential parking.**
  - **All** required information must be provided by the Applicant; **do not leave any required lines blank or it will not be accepted** (if a field is not applicable, insert N/A). Email addresses and phone numbers are required. All information must be legible.
  - Make sure the business name, description, number of employees and all other information match on both the Town and the County Applications.

- Submit Zoning Application form to the Community Development Department. Fees: \$175 (includes \$125 application fee + \$50 inspection fee). You will be provided a transmittal with which to pay the fee to the Finance Department.

2. Following submittal of a completed Application, the Community Development Department will review your proposed business use and location to determine if it qualifies as a home-based business, based on the Town Code.

If all is code-compliant, the Community Development Department will provide you with Preliminary Zoning approval and will sign off on the County BTR form and provide this to you as well (if it is not code-compliant you will receive comments). This step will take 2-4 business days. In addition and when initial zoning is approved, the Community Development Department will also submit a copy of the Application to the Town's Public Works Department to review and determine if the business can be accommodated within the residential sanitation services, or advise the Community Development Department that sanitation services may exceed typical residential requirements.

**PLEASE NOTE THIS STEP REPRESENTS INITIAL ZONING APPROVAL ONLY. ALL OF THE NEXT STEPS ARE REQUIRED IN ORDER TO FINALIZE THE PROCESS AND FORMALLY APPROVE YOUR BUSINESS.**

### **Your Next Steps:**

The approved Palm Beach County BTR form will need to be submitted to a Palm Beach County Courthouse to obtain the County BTR.

3. Depending on the type of home-based business you may need a fire inspection. This will be determined by Community Development. If needed, when your business is set up contact Palm Beach County Fire-Rescue (PBCFR) at 561-531- 3521 to schedule a fire inspection. Upon approval, the Fire Inspector will provide you with an Inspection report. Fire will bill you a fee (currently \$75 separately by PBCFR their fee is subject to change at any time).

4. Make sure you have **all** of the following documents gathered as they are required for Step 2:

- Completed Local Business Tax Receipt Application form
- Sunbiz verification of a Florida Incorporation or Fictitious Name (DBA)
- Copy of Palm Beach County issued Business Tax Receipt
- State Professional or Business License, if applicable
- Fire Inspection Report, if applicable
- Photos of the area being used for the home-business

**You are now ready for Step #2**



## STEP 2: HOME-BASED BUSINESS TAX RECEIPT APPLICATION

**A BUSINESS TAX RECEIPT MUST BE OBTAINED WITHIN 30 DAYS OF OPENING A BUSINESS.**

**PLEASE READ CAREFULLY**

Complete the Town of Lake Park Business Tax Receipt (BTR) Application. This may be downloaded from the Town's website: [www.lakeparkflorida.gov/cdd/other](http://www.lakeparkflorida.gov/cdd/other) then click the title HOME-BASED BUSINESS – BUSINESS TAX RECEIPT APPLICATION

- Any business that sells merchandise (even as a secondary use) must provide a value for the merchandise in the Inventory Affidavit. This must be notarized.
- Submit to the Community Development Department all of the following documents.
  - Completed Local Business Tax Receipt Application form
  - Sunbiz verification of a Florida Incorporation or Fictitious Name (DBA)
  - Copy of County issued Business Tax Receipt
  - State Professional or Business License, if applicable
  - Fire Inspection Report, if applicable.
  - Photos of area being used for home-based business.
- The Community Development Department will then review and notify you of the amount due for your annual BTR Fee, based on your business classification, and provide you with a payment code. This fee must be paid to complete the process. Payment may be via in-person (Town Hall Finance Department-535 Park Avenue, Lake Park, FL 33403), **or** online (<https://client.pointandpay.net/web/lakeparkbpandbtrfl>) **or** over the phone (1-855-745-8440 or for questions, 561-881-3350).
- In approximately 2-3 weeks (after final payment is received) you will receive your Business Tax Receipt in the mail at the mailing address provided on your application. It should be displayed in your business at all times.

**Town of Lake Park Community Development Department**

**535 Park Avenue, Lake Park, FL 33403**

**Tel. 561-881-3318 Ext. 317 or 322**

**Email: [permit@lakeparkflorida.gov](mailto:permit@lakeparkflorida.gov)**

TOWN OF LAKE PARK  
535 Park Avenue  
Lake Park, Florida 33403  
Phone (561) 881-3318  
Fax (561) 881-3323

# Zoning Certificate



**FOR HOME-BASED BUSINESS ONLY**

A **NON-REFUNDABLE ADMINISTRATIVE FEE OF \$125.00 AND ZONING INSPECTION FEE OF \$50 IS DUE AT TIME OF SUBMITTAL (TOTAL = \$175).** APPLICATION PROCESS MUST BE COMPLETED WITHIN 30 DAYS OF BUSINESS OPENING. BUSINESSES OPERATING IN VIOLATION OF THE TOWN CODE OF ORDINANCES WILL BE SUBJECT TO ENFORCEMENT ACTIONS. **ALL FIELDS ARE REQUIRED – INSERT N/A IF NOT APPLICABLE.**

- **ALL BUSINESS ESTABLISHMENTS MUST SUBMIT THE FIRE & ZONING INSPECTION SHEET *PRIOR* TO OPENING**
- **ALL APPLICABLE UTILITY APPROVALS MUST BE SECURED *PRIOR* TO OPENING**

DATE: \_\_\_\_\_ HOME LOCATION \_\_\_\_\_

### Business Information:

New Business     Ownership Transfer and/or Name Change     Location Transfer     Additional Business

E-Mail Address: \_\_\_\_\_ (required to receive Town e-mail updates)

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

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

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

Business Telephone: \_\_\_\_\_ Business Website Address: \_\_\_\_\_

### Property Owner:

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

Property Owner Address: \_\_\_\_\_

Property Owner E-Mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Business Details: **All of the questions below must be answered**

Type of Home Business Proposed: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

Please explain proposed business operation in detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dwelling Unit Size (Square feet) \_\_\_\_\_

Area in home used (square feet) and location \_\_\_\_\_

Are there any non-residents proposed to be employed? \_\_\_\_\_

Type of machinery or equipment \_\_\_\_\_

If visits from clients or customers are anticipated, indicate where available parking on site is located. \_\_\_\_\_

## HOME –BASED BUSINESS AFFIDAVIT

I, \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ hereby solemnly swear that I have received, read and understood Section 78-151 regarding home-based businesses and Section 30-35 regarding parking in residential areas, from the Lake Park Code of Ordinances. (Included in packet)

I also hereby solemnly swear that my home-based business will be in compliance with these code sections. I also agree, if need be, to allow the Town Code Enforcement Officers, Planners, and Building Inspectors to inspect the area of my residence for the home-based business described herein, provided the Town staff first makes an appointment with me for the inspection.

**I understand that failure to comply with these regulations is a violation of the Town of Lake Park Code of Ordinances and is subject to the Town’s compliance procedure.**

\_\_\_\_\_  
Signature

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_ (“applicant”) who is personally known to me or who has produced \_\_\_\_\_ as identification and who did not take an oath.

(SEAL)

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Name in block letters

\_\_\_\_\_  
Date

*If Dwelling is rented*

**TENANT CONFIRMATION LETTER FOR HOME-BASED BUSINESS  
APPLICATION  
TOWN OF LAKE PARK**

To the attention of the Community Development Director

I, \_\_\_\_\_ (Property Owner), authorize  
\_\_\_\_\_ (Applicant) to operate a home-based business  
out of their home, as outlined in the Zoning Certificate of the home occupation.

The address of the business is

\_\_\_\_\_

STATE OF FLORIDA  
PALM BEACH COUNTY

SWORN OR AFFIRMED before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By \_\_\_\_\_

( ) who has produced identification, or

( ) whom I know personally

\_\_\_\_\_  
Notary Public

*FOR OFFICIAL USE ONLY*  
TO BE COMPLETED BY STAFF

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

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

**ZONING APPROVALS**

Initial Zoning Use: Approved  Denied  Date \_\_\_\_\_ Init \_\_\_\_\_

Zoning District: \_\_\_\_\_ Section Citation: \_\_\_\_\_

Use: \_\_\_\_\_

Description: \_\_\_\_\_

Additional Zoning  
Conditions: \_\_\_\_\_

Public Works/Sanitation      Approved      Denied      Date \_\_\_\_\_      Init \_\_\_\_\_

**INSPECTIONS**

Palm Beach County Fire-Rescue  
(Billed separately through PBCFR)      Approved \_\_\_ N/A \_\_\_      Date \_\_\_\_\_      Init \_\_\_\_\_

Zoning  
(Included within Application Fee)      Approved \_\_\_ N/A \_\_\_      Date \_\_\_\_\_      Init \_\_\_\_\_

IF additional approvals are required, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Community Development Zoning Certificate Approval

By: \_\_\_\_\_

Title: \_\_\_\_\_

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



Continue to next page for Palm Beach County  
BTR Application. Fill out top half and submit to  
the Town along with this application.



# 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 - Each business type requires a separate BTR and separate application)**
- ATTACH A COPY OF FICTITIOUS NAME REGISTRATION (if applicable):** [www.sunbiz.org](http://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 - No zoning approval required.**
- 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](http://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](http://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](http://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  
 Home Based Business  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\*\*\*

<input type="checkbox"/> Zoning (U No.) _____	<input type="checkbox"/> Fire Marshall _____
<input type="checkbox"/> Compliance _____	<input type="checkbox"/> Health Department _____
<input type="checkbox"/> Building _____	<input type="checkbox"/> Hotel & Restaurant _____
<input type="checkbox"/> NAICS Code _____	<input type="checkbox"/> Prior Use of Bay/Bldg. _____
<input type="checkbox"/> Other _____	<input type="checkbox"/> 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 #: \_\_\_\_\_

## **Sec. 78-151. - Home-based business.**

**(a) *Definition/intent.*** Home-based businesses are businesses that operate in whole or in part from an improved residential property. It is the intent of this section to provide minimum standards for home-based businesses in order to ensure compatibility with surrounding land uses and consistency with F.S. § 559.955.

**(b) *Applicability.*** Home-based businesses shall be conducted in accordance with these standards.

Community residential homes and family day care homes as defined by Florida Statutes shall be permitted in residential zoning districts in accordance with applicable statutes and are not subject to the requirements of this section.

**(c) *Standards for home-based businesses.***

**(1)** Employees of the business who work at the residential dwelling must also reside in the residential dwelling, except that up to a total of two employees or independent contractors who do not reside at the residential dwelling may work at the business. The business may have additional remote employees that do not work at the residential dwelling.

**(2)** The activities of the home-based business shall be secondary to the property's use as a residential dwelling, and as such may not occupy more than 30 percent of the dwelling, including any garage or carport. The home-based business may not conduct retail or service transactions at a structure other than the residential dwelling; however, incidental business uses and activities may be conducted at the residential property in accordance with this section.

**(3)** As viewed from the street, the use of the residential property shall be consistent with the uses of the residential areas that surround the property and there shall be no external evidence of activities of a home based business

External modifications made to a residential dwelling to accommodate a home-based business shall conform with the residential character and architectural aesthetics of the neighborhood.

There shall be no external advertising, external display of goods, or any other external evidence of any home-based business, except for non-illuminated signage not to exceed 24 inches of total area affixed to the front of the resident's building if required by law.

**(4)** No substances or materials shall be stored or used except as they would, in such quantity, be normal and acceptable in a residential setting. All business activities shall comply with any relevant local, state, and federal regulations with respect to the use, storage, and disposal of any corrosive, combustible, or other hazardous or flammable materials or liquids.

- (5) Such occupation shall not result in any continuous, intermittent, pulsating or other noise or vibration that can be detected by a normal person off the premises. The business activities shall comply with the Town's Land Development Code and Code of Ordinances with respect to equipment or processes that create noise, vibration, heat, smoke, dust, glare, fumes, or noxious odors.
- (6) Parking related to the business activities of the home-based business shall comply with the general parking requirements within the Land Development Code and the need for parking generated by the business may not be greater in volume than would normally be expected at a similar residence where no business is conducted.
- (7) Vehicles and trailers used in connection with the business must be parked in legal parking spaces that are not located within the right-of-way, on or over a sidewalk, or on any unimproved surfaces at the residence. Commercial vehicles associated with a home based business shall only be permitted in conformance with requirements of "Section [30-35](#), Parking of commercial vehicles in residential districts".
- (8) Prior to opening any home-based business, a town business tax receipt must be applied for and approved by the community development department.

(Ord. No. 14-2022, § 2, 1-4-2023)

- **Sec. 30-35. - Parking of commercial vehicles in residential districts.**

(a) **Purpose and intent.** It is the intent of this section to preserve the character of the residential districts and to preserve the value of the residential property in the town by prohibiting the parking of commercial vehicles in all residential districts. All other town regulations in conflict with the requirements of this section are hereby superseded to the extent that the most stringent shall apply.

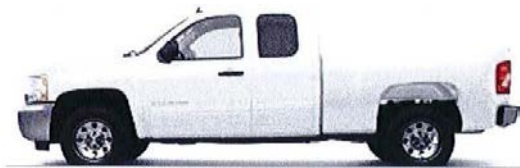
(b) **Definitions.** As used in this section, the following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, unless the context clearly indicates a different meaning:

**Bus** means any motor vehicle, other than a taxicab, designated or used for public or private transportation of persons or passengers on a fixed route or for a fare.

**Commercial vehicle** means:

- (1) Any motor vehicle identified by the Florida Department of Transportation's (FDOT) latest Commercial Motor Vehicle Manual, which includes a variety of commercial vehicles classified by size, weight and axles used for agricultural, construction, industrial, or other type uses. Any vehicle, or any standard automobile or sport utility vehicle with commercial signage shall also be considered a commercial vehicle.
- (2) Any bus, high-capacity passenger van, step van, truck, truck tractor, or work van; and/or
- (3) Any taxicab.

**Pickup truck** means any motor vehicle designed primarily for the transportation of property with a permanently attached open cargo or utility box not extending above the vehicle roofline. Example (for illustrative purposes only):



**High-capacity passenger van or work van** means a vehicle with normal carrying passenger capacity of more than seven passengers with a linear non-varying roofline extending over the passenger area. A work van is a vehicle used to store work materials and rooftop cargo, with a linear non-varying roofline extending the entire length of the vehicle. Example (for illustrative purposes only):



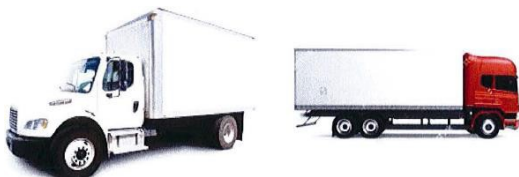
**Step van** means any motor vehicle having a generally rectangular bulk, designed and manufactured primarily as a commercial walk-in delivery or service truck, and characterized by having sufficient headroom for a person five feet in height to stand upright. Example (for illustrative purposes only):



**Taxicab** means any automobile, with company signage or identifiers, used for the transportation of persons for hire. Example (for illustrative purposes only):



**Truck** means any motor vehicle, other than a pickup truck or light van, which is designed primarily for the transportation of property or cargo. Example (for illustrative purposes only):



**Truck tractor** means any motor vehicle, other than a pickup truck, which is designed for or equipped with a fifth wheel hitch for drawing semitrailers. Example (for illustrative purposes only):





*(c) Commercial vehicles in residential districts—Parking conditions*

**Commercial vehicles, with the exception of one taxicab, or high-capacity passenger van or work van, or standard vehicle with equipment or commercial signage as defined herein, shall not be parked, stored or left on any street, right-of-way, swale or alley or on any private property in any residential districts, except that commercial vehicles may be parked or stored in an enclosed garage on private property in a residence district when completely screened from public view.**

*(d) Exceptions from requirements.* The prohibitions of subsection (c) of this section shall not apply to:

- (1) The temporary parking of commercial vehicles on private property or swales in residential areas, provided the operator of such vehicle is actively engaged in commercial activity thereat, i.e., deliveries, lawn maintenance, home repair, construction, etc.
- (2) A vehicle which becomes disabled, provided, however, any such vehicle shall be removed from the residential areas within 12 hours, by wrecker towing, if necessary, the cost of which shall be at the expense of the owner of the disabled vehicle.
- (3) A standard automobile, sport utility vehicle, or pickup truck without commercial signage or visible equipment or cargo storage.
- (4) Police, fire and emergency medical services vehicles.

(Code 1978, § 29-7.1; Ord. No. 10-1991, § 1, 8-7-1991; Ord. No. 15-1991, 10-2-1991; Ord. No. 07-2017, § 2, 6-21-2017)

**State Law reference**— Authority to regulate stopping, standing or parking, F.S. § 316.008(1)(a).