



CHECK LIST OF REQUIREMENTS TO OBTAIN A HOME BASED LOCAL BUSINESS TAX RECEIPT

- Complete the Local Business Tax Receipt Application.
- Complete the Agreement and License Permitting Inspection of Local Business Tax Receipt at Residential Address.
- Write a notarized letter of intent, which must include the following:

Name of business	Address of business
Hours of operation	Number of employees
Detailed business description	Square footage of business
Date	Printed name of applicant
No clients or customers at home	No commercial vehicles or signs
No storage of equipment or supplies	Homeowner's association approval or not applicable
- A copy of the corporate documents or fictitious name registration. You may print the front page from Sunbiz.Org.
- The applicant's driver's license address must match the application address.
- If you are not the homeowner you must submit a completed Home Owner's Authorization form with your application.
- If your neighborhood has a homeowner's association or condominium association you must obtain an approval letter from the board or manager.
- If your business or profession requires a state license or certificate a copy must be submitted with your application.
- Fee exemption forms are available to qualified applicants.
- Payment of the annual Local Business Tax (varies based on the classification of the business) and \$15 for the application fee.

**This check list is not all-inclusive for every classification of business.
Please contact this office for additional requirements specific to the nature of your business.**

Annual Local Business Tax: _____

Total due with application: _____