



# City of Casselberry

95 Triplet Lake Drive, Casselberry, Florida, 32707 • Telephone: (407) 262-7700, Ext. 1101  
Fax: (407) 262-7763 • E-mail: [communitydev@casselberry.org](mailto:communitydev@casselberry.org) • Website: [www.casselberry.org](http://www.casselberry.org)

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## BUSINESS TAX RECEIPT APPLICATION - HOME

### NOTICE:

No service to be rendered to customers at residence, no outside storage or display of goods, material, services, equipment or vehicles are allowed.

**This application must not contain any blank spaces**

### BUSINESS INFORMATION: (Please print)

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

Owner(s) Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

If Sole Proprietor, Social Security #: \_\_\_\_\_

Business Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

Subdivision/Apartment Complex (if applicable): \_\_\_\_\_

### MAILING ADDRESS FOR RENEWAL NOTICE: (if same, please indicate same)

\_\_\_\_\_

### CORPORATION INFORMATION:

Name: \_\_\_\_\_ Federal ID #: \_\_\_\_\_

Owner of Business: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

### Classification: Home Business

Detailed description of business activities and products: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\* Minimum of 72 hours required for approval \*\***

**BUSINESS TAX RECEIPT APPLICATION - HOME**

(continued)

**OATH**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Drivers license number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

I, \_\_\_\_\_ (print), being duly authorized to sign for the business named above, do hereby make application for a Business Tax Receipt to engage in business within the City of Casselberry, Florida. I certify that the information provided is true and correct to the best of my knowledge. I acknowledge that a Business Tax Receipt issued pursuant to this application does not waive requirements of any City, County, State or Federal ordinance, statute, or regulation that I must meet prior to conducting, or while engaging in, the profession or business for which the Business Tax Receipt is sought. I have complied, or will comply, with all such requirements.

(NOTE: DO NOT SIGN this application until a notary is present)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ (Date) by \_\_\_\_\_,

who is personally known to me, or has produced, \_\_\_\_\_ as identification.

(NOTARY SEAL)

\_\_\_\_\_  
Signature of Notary Public-State of Florida

\_\_\_\_\_  
Name of Notary Typed, Printed, or Stamped

**Internal Use**

Zoning: \_\_\_\_\_ CRD:  Yes  No

Is proposed use permitted within this zoning district?  Yes  No

	<b>BUSINESS CLASSIFICATION</b>	<b>COST</b>
City of Casselberry	Home Occupation	
Seminole County	A or B	
<b>TOTAL COST</b>		

**Comments and/or conditions attached to the issuance of this Business Tax Receipt:** No outside storage or display of goods, material, services, equipment or vehicles are allowed.

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Date



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## CERTIFICATION OF EXEMPTION FROM FICTITIOUS NAME ACT

I, \_\_\_\_\_ (print), hereby certify that I am exempt from the requirements of the Fictitious Name Act, pursuant to S. 205.023, Florida Statutes, and Section 6, Chapter 90-267, Laws of Florida, as follows (check one):

- I am an attorney licensed to practice in the state of Florida.
- I am licensed by the Department of Professional Regulation. **(ATTACH A COPY OF STATE LICENSE)**
- I am incorporated under the following registered corporate name, trademark, LLC, partnership or service mark. \_\_\_\_\_
- I am doing business under my legal personal name, as follows: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date



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## PROPERTY OWNER AUTHORIZATION

(For a Home Business Tax Receipt in Rental Property)

I \_\_\_\_\_ being the property owner of the property located at  
Name of Owner

\_\_\_\_\_ give \_\_\_\_\_  
Address of Property Name of Tenant

permission to operate a \_\_\_\_\_ home occupation from this address.  
Type of Business

The home occupation shall adhere to all City and County requirement regulating such use.

(NOTE: DO NOT SIGN this application until a notary is present)

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ (date) by \_\_\_\_\_,  
who is personally known to me, or has produced, \_\_\_\_\_ as identification.

(NOTARY SEAL)

\_\_\_\_\_  
Signature of Notary Public-State of Florida

\_\_\_\_\_  
Name of Notary Typed, Printed, or Stamped



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## HOME BUSINESS TAX RECEIPT ATTACHMENT

(ULDR Section 2-7.17)

1. OFFICE USE ONLY AT THE RESIDENCE: For use of mail and telephone facilities only.
2. There shall be no delivery of material or equipment, or pick-up of commodities, material or equipment associated with the conduct of the home business.
3. There shall be no visible storage of supplies, equipment, inventory, or vehicles on the property.
4. There shall be no signs or advertising of any kind on the property.
5. The business shall not generate greater volumes of traffic than would normally occur in the area.
6. No person(s), other than the members of the family residing on the premises, shall be engaged in such occupation.

### REQUIRED INFORMATION:

- Total square feet of floor area of house: \_\_\_\_\_
- Square feet of floor area of room(s) to be utilized for the conduct of business: \_\_\_\_\_
- Street address: \_\_\_\_\_
- Attach a sketch showing the floor plan and area utilized for the conduct of the home business.

- Attach recent photos of residence showing entire front yard and all driveways & carports.



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## **Casselberry City Code, Section 2-7.17. Home occupations.**

Home occupations shall only be allowed provided the following specified conditions are met:

A. In any district where a home occupation is allowed, it shall be clearly incidental and secondary to the use of the dwelling for dwelling purposes and shall not change the character thereof or the character of the neighborhood. When permitted, home occupations shall be conducted in accordance with the following provisions:

1. No person other than the members of the family residing on the premises shall be engaged in such occupations.
2. Home occupations are for office use only. On-site customers are prohibited.
3. There shall be no display of goods visible from any street.
4. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation from any right-of-way.
5. Parking for home occupations shall adhere to Article X, Section 3-10.9, Parking of vehicles in residential districts.
6. No home occupation shall occupy more than 25 percent of the first floor area of the residence, exclusive of the area of any open porch or attached garage or similar space not suited for or intended for occupancy as living quarters. No rooms which have been constructed as an addition to the residence, nor any attached garage or porch which has been converted into living quarters shall be considered as floor area until two years after the date of completion thereof.
7. No home occupation shall be conducted in an accessory building; such occupation must be conducted in the residence of the proprietor.
8. No mechanical equipment shall be used or stored on the premises in connection with the home occupation, except such that is normally used for purely domestic or household purposes. No motorized power other than electric motors shall be used in conjunction with home occupations. The total cumulative horsepower of such motors shall not exceed three horsepower, or one horsepower for any single motor.
9. No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single-family residence, or outside the dwelling unit if conducted in other than a single-family residence. In the case of electrical interference, no equipment or process shall be used which creates a visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.

**Casselberry City Code**  
**Section 2-7.17. Home occupations**  
(continued)

10. No occupations shall generate greater volumes of traffic than would normally be expected in a residential neighborhood in accordance with the Institute of Transportation Engineers, Trip Generation Manual, 8<sup>th</sup> Edition, Single-family Detached Housing (Code 210), and as may be amended in the future.
11. A home occupation shall be subject to all applicable City, County, and other business taxes. Each applicant shall submit to the City a sworn application on a standard form with a fee determined by resolution or ordinance of the City Commission and a recent photo of the residence showing the entire front yard and all driveways and carports, if any.
12. No home occupation shall include personal services such as massage parlor, cosmetology, barbering, or beauty shop; personal counseling or training services; public dining or tea room; on-site retail sales, fortunetelling or clairvoyance; food processing for sale; kennels; animal grooming; radio or television repair; furniture repair, refinishing or building; cabinetmaking; boatbuilding; automobile or other vehicle servicing; rebuilding or repair shops; metal fabrication or other similar activity including uses of welding or cutting torches; child care facilities (such child care facilities must comply with the applicable state statute, as may hereafter be amended); funeral homes; medical or dental laboratories; showroom or display area; drive-in facilities; hotels/motels; vehicular sales or rental; animal breeding/grooming; or any activity similar to any of the above listed activities. No prohibited land use shall be approved as a home occupation.
13. Home occupations involving the sale of goods via internet marketplaces or auction sites shall be permitted with the following provisions:
  - a. Businesses of this nature shall comply with all provisions of Section 2-7.17
  - b. No materials or goods relating to any of the prohibited uses identified within Section 2-7.17 may be sold or stored on the property in connection with the home occupation.
14. The production of items commonly classified under the terms “arts and handicrafts” shall be permitted with the following provisions:
  - a. Occupations of this nature shall comply with all provisions of Section 2-7.17.
  - b. The sale of any arts or handicrafts produced in connection with a home occupation shall occur off-site or via internet transaction as allowed by Section 2-7.17(A)(13).
  - c. Items not commonly classified under the terms “arts and handicrafts” may not be produced in connection to a home occupation. The Administrative Official or his designee is authorized to determine if an item is commonly classified under the terms “arts and handicrafts”.

**Casselberry City Code**  
**Section 2-7.17. Home occupations**  
**(continued)**

15. If any home occupation requires a license or permit from the State of Florida or any agency thereof, the applicant for a home occupation permit shall provide the City with a current, valid copy of any such permit or license before any such occupation shall be conducted. Any such license or permit from the state or any agency thereof shall be kept active and current and a duplicate copy shall be filed with the City at the time of all subsequent renewals.
  
- B. Any person desiring to conduct a home occupation in a district where such use is permitted shall first apply to the appropriate city department for a business tax receipt. Such application shall be on a form prepared by the City, and shall include, but not be limited to, the following information:
  1. Name of applicant.
  2. Location of residence wherein the home occupation, if approved, will be conducted.
  3. Total floor area of the first floor of the residence.
  4. Area of the room or rooms to be utilized for the conduct of the home occupation.
  5. A sketch showing the floor plan and the area thereof to be utilized for the conduct of the home occupation.
  6. The nature of the home occupation sought to be approved.
  7. A notarized letter of authorization from the property owner, if the applicant is not the property owner.

Upon compliance with the foregoing procedure, the City shall issue a business tax receipt for such home occupation.



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Submittal of this application for a City and County Business Tax Receipt does not permit the applicant to operate or engage in any type of business, profession or occupation until the Business Tax Receipt is issued. When the proper approvals have been secured, your Business Tax Receipt(s) will be issued. The City Code provides for penalties for operating a business without a Business Tax Receipt.

## **PLEASE NOTE - YOUR BUSINESS TAX RECEIPT(S) CANNOT BE ISSUED WITHOUT THE FOLLOWING REQUIREMENTS:**

- The application must be completed in full and submitted to the Community Development Department at 95 Triplet Lake Drive, Casselberry, Florida 32707
- Florida Statute 205.0535(5) states a Business Tax Receipt will not be issued unless a federal employer identification number or social security number is obtained from the person to be taxed
- Fictitious name requirements: A fictitious name for a business will require registration with the Department of State (850-245-6058). Those doing business under a corporate name, personal legal name or who are attorneys registered with the state are exempt. A copy of your corporate registration can be used to show exemption. [www.sunbiz.org](http://www.sunbiz.org)

## **INFORMATIONAL – NOT REQUIREMENT**

- Seminole County Business Tax Receipt: The City now issues your Seminole County and City of Casselberry Business Tax Receipt together at City Hall so there is no longer any need to go to the County offices to obtain your County Business Tax Receipt.
- Transfers: If there is any change in your business location or ownership, an application must be submitted for transfer of your Business Tax Receipt(s). A transfer fee will apply. Transfer of ownership must include a copy of Bill of Sale or transfer documents. Your current Business Tax Receipt must be surrendered prior to issuance of your new Business Tax Receipt.
- The cost of the Business Tax Receipt varies, depending on the type and size of the business. You will be informed of the cost of your Business Tax Receipt after your application is processed.

## **SPECIAL REQUIREMENTS FOR CERTAIN OCCUPATIONS**

- If your profession or occupation is certified by the Department of Business and Professional Regulation you must attach a copy of your certification registration or license to this application. For any questions, contact 850-487-1395 or [www.myfloridalicense.com/dbpr](http://www.myfloridalicense.com/dbpr).
- If your business is regulated by the Department of Agriculture & Consumer Services you must submit a registration certificate or letter of exemption. For any questions, contact 800-435-7352 or [www.800helpfla.com](http://www.800helpfla.com).



# City of Casselberry

## SOCIAL SECURITY NUMBER COLLECTION POLICY NOTICE

You are being provided this written policy for one or more of the purposes checked below, per Section 119.071(5), Florida Statutes.

THE CITY OF CASSELBERRY COLLECTS YOUR SOCIAL SECURITY NUMBER FOR THE FOLLOWING PURPOSES:

- CLASSIFICATION OF ACCOUNTS;
- IDENTIFICATION AND VERIFICATION;
- CREDIT WORTHINESS;
- BILLING AND PAYMENTS;
- DATA COLLECTION, RECONCILIATION, AND TRACKING;
- BENEFIT PROCESSING;
- TAX REPORTING;
- NEW UTILITY ACCOUNT APPLICATIONS;
- BANK DRAFT AUTHORIZATIONS;
- VENDOR REGISTRATION APPLICATIONS;
- LOCAL BUSINESS TAX RECEIPTS;**
- VOLUNTEER CONTRACTS FOR BACKGROUND CHECKS;
- EMERGENCY TRANSPORT FOR BILLING AND INSURANCE; AND
- POLICE STATEMENTS AND ARRESTS FOR VERIFICATION OF IDENTITY  
(Please refer to Casselberry Police Department General Order 51.0 and related specific notice – Appendix A - Casselberry Police Department Notice, effective 12-23-07)

This written policy was adopted by the Casselberry City Commission via Resolution 08-1853 on January 14, 2008, in compliance with Section 119.071(5), Florida Statutes (2007).