



Home Occupation Addendum to Local Business Tax Receipt Application

FOR OFFICE USE ONLY

Receipt #: _____ Date: _____

Reviewed By: _____

Approved: _____ w/ Conditions: _____ Denied: _____

Additional Information: _____

If your business will be operated from your home, submit this as an addendum to the Local Business Tax Receipt Application. Incomplete submittals will not be accepted. Please be sure to read this addendum in full. The addendum must be signed and notarized on the last page.

A. APPLICANT INFORMATION

1. Home Occupation Business Name: _____

2. Name of Applicant(s) or Contact Person(s): _____ Title: _____

Company: _____

Home location address: _____

City: _____ State: _____ ZIP: _____

Mailing address: _____

City: _____ State: _____ ZIP: _____

Telephone: (____) _____ FAX: (____) _____ e-mail: _____

B. HOME OCCUPATION INFORMATION

1. Please explain in detail the exact nature of the home occupation, including the tasks that will be performed in the home and away from the home: _____

2. Size/Area

i. Total Floor Area of Dwelling Unit where Home Occupation is located: _____ square feet

ii. Total Floor Area of room(s) to be used to conduct Home Occupation: _____ square feet

3. Employees & Residency

i. Does the principal person providing the business reside in the dwelling located at home occupation location?

___ Yes ___ No

ii. Number of Employees that **DO NOT** reside at the premises of home occupation: _____

4. Neighborhood Compatibility

i. Will there be any change in external appearance to the existing dwelling and/or structures located on-site?

___ Yes ___ No

If Yes, please describe: _____

ii. Number of vehicles used in association with home occupation: _____

iii. Number of off-street parking spaces: _____

iv. Acknowledge and Initial each of the following requirements of Section 4.4.4(C) of the City of Alachua Land Development Regulations:

- a. _____ I acknowledge that all vehicles used in connection the home occupation are of a size, and shall be located on the premises in such a manner, so as to not disrupt the quiet nature of the neighborhood.

- b. _____ I acknowledge that no additional parking areas are permitted in the front yard, other than driveways which are located in the required front setback.
- c. _____ I acknowledge that no advertising devices are permitted on the property, or other signs which are visible from outside the dwelling or accessory building.
- d. _____ I acknowledge that no outdoor display or storage of goods or services is associated with the home occupation
- e. _____ I acknowledge that no large-scale material or other form of delivery beyond those typically associated with a single-family residence shall occur.
- f. _____ I acknowledge that no wholesale or retail sales of goods will occur on the premises.
- g. _____ I acknowledge that the home occupation will not create traffic or parking congestion, noise, vibration, odor, glare, fumes, or electrical communications interference which can be detected by the normal senses off the premises, including visual or audible interference with radio or television reception.

Please note that the City may require additional information to ensure compliance with the items listed above. A determination of compliance shall be at the City's sole discretion.

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge. I/We understand that if any portion is false or misrepresented, it may be cause for immediate revocation of the home occupation and Local Business Tax Receipt.

Signature of Applicant

Signature of Co-applicant

Typed or printed name and title of applicant

Typed or printed name of co-applicant

State of _____ County of _____

The foregoing application is acknowledged before me this _____ day of _____, 20____, by _____, who is/are personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL

Signature of Notary Public, State of _____