



**BUSINESS TAX RECEIPT REQUIRED DOCUMENTS CHECKLIST – HOME BASED BUSINESS**

- \_\_\_ **Bay Harbor Islands Business Tax Receipt Application.**
  - \*\$25 Processing Fee (Non-refundable fee)
  - \*License Fee (To be determined after processing) based on business classification.
- \_\_\_ **Copy of the applicant State issued Identification.**

Drivers License, State Identification or Passport.
- \_\_\_ **Copy of Miami Dade County Local Business Tax Receipt.**

All businesses operating within Miami-Dade County are required to also obtain a Miami-Dade County Local Business Tax Receipt. Online: [www.miamidade.gov/taxcollector](http://www.miamidade.gov/taxcollector)  
For more information: (305) 270-4949.
- \_\_\_ **Federal Employer Identification Number or Social Security Number.**

[www.irs.gov/EIN](http://www.irs.gov/EIN)
- \_\_\_ **Copy of State of Florida Professional Business License (DBPR) – (IF APPLICABLE)**

All businesses regulated by the Department of Business & Professional Regulation must submit a copy of the current license. 1(850)-487-1395. [www.MyFloridaLicense.com/DBPR](http://www.MyFloridaLicense.com/DBPR)
- \_\_\_ **Corporate Registration from the State of Florida Division of Corporations.**

All businesses transacting in the State of Florida are required to register with the State of Florida. Please provide a copy of the Corporate/Limited Liability Company/Partnership Documents. [www.sunbiz.org](http://www.sunbiz.org)
- \_\_\_ **Copy of Fictitious Name Registration from the State of Florida Division of Corporations.**

(Also known as a “Doing Business As” or “DBA”)  
If you are not registering an Out-of-State Corporation as a Florida Corporation, you can register same as a fictitious name or if you are conducting business under another name. [www.sunbiz.org](http://www.sunbiz.org)
- \_\_\_ **Proof of ownership** - (Warranty Deed) or (Copy of Lease for non owner).

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**PRIOR TO THE ISSUANCE OF A BUSINESS TAX RECEIPT BY THE TOWN BUILDING DEPARTMENT THE FOLLOWING INSPECTIONS SHALL BE PERFORMED PRIOR TO THE OPENING OF A BUSINESS.**

- \_\_\_ **CODE Department Inspection - (To be scheduled once all documents are submitted)**

Our code department will contact you for the scheduling.

Local Business Tax Receipts are valid from October 1st through September 30th of the following year. The tax for a new business opening after April 1st may be prorated to 50% of the annual tax. Transfer fees are equal to ten percent of the annual tax.

# Town of Bay Harbor Islands

## APPLICATION FOR BUSINESS TAX RECEIPT - HOME

### PRINT OR TYPE ALL INFORMATION REQUESTED

**PROCESSING FEE - \$25.00**

BEFORE OPENING A BUSINESS IN BAY HARBOR ISLANDS MAKE SURE YOU CHECK WITH THE BUILDING DEPARTMENT FOR CERTAIN CONDITIONS THAT MAY APPLY TO THE BUSINESS OR LOCATION.

EXAMPLE: Change of Use and Occupancy Inspections  
Fire Department Inspections  
Sign Regulations

(For official use only)	
DATE RECEIVED: _____	
DATE ISSUED: _____	LICENSE FEE: \$ _____
ACCT. NO. _____	LICENSE NO. _____
CLASSIFICATION: _____	

INDICATE TYPE OF OWNERSHIP OF BUSINESS:  Individual  Corporation  Partnership  Other \_\_\_\_\_

*APPLICANT:		DATE OF BIRTH:
E-MAIL:		WORK PHONE:
SS#:	FEIN:	DRIVER LICENSE:
BUSINESS NAME:		CELL PHONE:
DOING BUSINESS AS (dba):		
BUSINESS (HOME) ADDRESS:		
MAILING ADDRESS (if different)		
DESCRIPTION OF BUSINESS (provide details)		

ESTIMATED NUMBER OF EMPLOYEES: \_\_\_\_\_

### ATTACH THE FOLLOWING DOCUMENTS:

- CERTIFICATIONS ISSUED BY STATE/COUNTY AGENCIES (if applicable)
- COPY OF ARTICLES OF INCORPORATION OR ARTICLES OF ORGANIZATION
- COPY OF MIAMI-DADE COUNTY LOCAL BUSINESS TAX RECEIPT WWW.MIAMIDADE.GOV/TAXCOLLECTOR
- COPY OF LEASE (IF APPLICANT IS OTHER THAN OWNER)
- IF PROPERTY OWNER, PROVIDE COPIES OF DEED OR OTHER DOCUMENTS SHOWING OWNERSHIP
- SKETCH OF FLOOR PLAN OF WORK AREA (indicate square footage)

LIST NAME, ADDRESS AND TYPE OF BUSINESS (both current and previous) YOU HAVE OPERATED:

LIST THREE (3) REFERENCES: (Note if you list a bank, corporation, etc. include name of a contact person)

NAME	ADDRESS	PHONE

I understand that in applying for a business license in the Town of Bay Harbor Islands it is my obligation to understand and comply with the rules and regulations of the Town of Bay Harbor Islands. I acknowledge receipt of a copy of the Town's sign regulations, if applicable.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED  
PLEASE BE SURE TO ATTACH ALL REQUIRED DOCUMENTATION**

# Town of Bay Harbor Islands

## BUSINESS TAX - HOME OCCUPATIONS

(To be completed by applicant in addition to Business Tax Receipt Form)

1. Are you a permanent domiciliary resident of the dwelling unit? \_\_\_\_\_
2. Indicate below the total floor area of your home/apartment and the amount of floor area to be devoted to home occupation (excluding porches, garages, carports and other areas which are not considered living areas).  
Total floor area \_\_\_\_\_ sq. ft. Area devoted to home occupation \_\_\_\_\_sq. ft.  
Attach a floor plan drawing of the entire residence, showing the area to be used for the home occupation and storage of inventory (see below, #3).
3. "INVENTORY" is defined as merchandise, stock in trade or goods of any nature, the purpose of which are to be sold, assigned and physically transferred or delivered to customers, clients and/or patrons of said business.  
\_\_\_\_\_ cubic feet are anticipated for storage of inventory (indicate area on drawing).
4. Given the nature of the proposed business, excluding facsimile machine, telephone and/or postal transactions, will goods or services be provided, sold or transferred to a customer, consumer or client on the premises of a home occupation?  Yes  No
5. Do you anticipate that any client or customer will need to enter your home occupation premises?  Yes  No  
If yes, for what purpose \_\_\_\_\_  
\_\_\_\_\_
6. At any given time, how many clients/customers would you anticipate being on your premises? \_\_\_\_\_ How many per day? \_\_\_\_\_
7. How many deliveries of any kind do you expect to be made to the premises of this proposed home occupation? \_\_\_\_\_

I understand and agree that there is to be no external evidence of the existence of the home occupation; signs, displays on the premises, off-street parking areas or on driveways are prohibited; stationery, business cards and media advertisement are permitted but the **residential address** shall not be utilized on any of the foregoing.

I further understand and agree that this proposed home occupation shall not create noise, glare, fumes, odors, dust, smoke, electro-magnetic disturbances or waste and trash other than normal household trash and normal recyclables; no equipment or processes shall be used which create visual or audible interference in any radio or television receiver located nearby; and no explosives or chemicals or chemical equipment shall be used except those chemicals that are used for domestic or household purposes.

I have read the standards set forth in this application and agree to comply with the conditions imposed by the Town to insure compliance with such standards. I acknowledge that a departure therefrom may result in a suspension or termination of the occupational license and the Town has the right to reasonably inspect the premises upon which the occupation is conducted to insure compliance with the foregoing standards and conditions and to investigate complaints, if any, from neighbors.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

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**OFFICIAL USE ONLY**

**Building Dept:**

Type of Business Compliant with Code?  Yes  No

Council Approval Required?  Yes  No

Council Approval Date: \_\_\_\_\_

Building Official: \_\_\_\_\_

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

**Police Department:**

Background Investigation Completed?  Yes  No Date: \_\_\_\_\_

Approval for License  Yes  No Date: \_\_\_\_\_

Officer's Name: \_\_\_\_\_ Officer's Signature: \_\_\_\_\_

Officer's Remark:  
\_\_\_\_\_  
\_\_\_\_\_

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### Sec. 23-4.1. Licensed home occupation in residential areas.

In recognition of the prevalence and desirability of various service-oriented home occupations, it is hereby specifically recognized that certain duly licensed home occupations may be undertaken in the RD-Single Family and RM-1 and RM-2 Multiple Family districts in the town.

- (1) *Definition.* "Home business" shall mean any activity for which a business tax receipt of the town is required by law which is conducted within a dwelling unit in a residential district.
- (2) *Business tax receipt required.* It shall be a violation of this Code for any person to conduct a home business without obtaining a business tax receipt therefore issued by the town.
- (3) *Standards.* Prior to issuance of a business tax receipt and as continuing operational standards, home business shall comply with the following:
  - (a) No person shall be employed in a home business who is not a permanent domiciliary resident of the dwelling unit in which the home occupation exists.
  - (b) The floor area within a dwelling unit devoted to a home business shall not exceed 25 percent of the gross floor area of the dwelling unit excluding porches, garages, carports, and other areas which are not considered living areas.
  - (c) The activities of a home business shall occur entirely within the dwelling unit, excluding accessory structures such as garages, carports, and sheds.
  - (d) There shall be no external evidence of the existence of a home business within a dwelling unit. Signs, displays on the premises, off-street parking areas or on driveways normally required for residential use are prohibited. Stationery, business cards and media advertisements of any type shall be permitted, however, the residential address shall not be utilized on any of the foregoing. Such business shall not result in an increase in parking required.
  - (e) No goods or services of any kind shall be provided, sold, or transferred to a customer, consumer, or client on the premises of a home business, excluding facsimile machine, telephone and/or postal transactions. No inventory shall be stored on premises of more than 32 cubic feet. For the purposes of this subparagraph "Inventory" is defined as merchandise, stock in trade or goods of any nature, the purposes for which are to be sold, assigned, and physically transferred or delivered to customers, clients and/or patrons of said business on the premises.
  - (f) A home business shall not create noise, vibration, glare, fumes, odors, dust, smoke, electromagnetic disturbances or waste and trash other than normal household trash and normal recyclables. No equipment or processes shall be used which create visual or audible interference in any radio or television receiver located nearby. No explosives or chemicals or chemical equipment shall be used except those chemicals that are used for domestic or household purposes.
  - (g) Vehicular and pedestrian traffic shall not be generated by a home business in a greater volume or a different vehicle type than that of the traffic typical in a residential neighborhood in the Town.
  - (h) Deliveries of any kind required by and made to the premises of a home business shall not exceed one business delivery per day.
- (4) *Affidavit of applicant required.* An applicant for a business tax receipt for a home business shall at the time of application file an affidavit wherein the applicant:
  - (a) Agrees to comply with the standards set forth in this section.

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- (b) Agrees to comply with the conditions imposed by the town to ensure compliance with such standards;
  - (c) Acknowledges that a departure therefrom may result in a suspension or termination of the business tax receipt: and
  - (d) Acknowledges that the town shall have the right to reasonably inspect the premises upon which the home business is conducted to ensure compliance with the foregoing standards and conditions and to investigate complaints, if any, from neighbors.
- (5) *Violation of standards or conditions deemed a Code violation.* Failure by a home business to comply with the standards of this section and with the conditions imposed by the Town shall be deemed in violation of this Code.
- (6) *Appeals.* An applicant for a business tax receipt whose application is denied for failure to meet the standards set forth in this section or who objects to any condition imposed by the town may appeal the reasonableness of either to the town council which may direct that the business tax receipt be issued with or without or may modify, add to or delete the imposed condition.

(Ord. No. 574, § 3, 6-12-95; Ord. No. 757, § 1(Exh. A), 12-13-04; Ord. No. 837, § 1, 4-14-08)

**AFFIDAVIT OF HOME BASED BUSINESS TAX RECEIPT**

I, \_\_\_\_\_

Residing at \_\_\_\_\_, Bay Harbor Islands, Florida, do hereby swear or affirm that I have read the conditions. Upon which the Town will issue a Business Tax Receipt to conduct the following type of business at the above address, which is my residence:

**Type of Business:** \_\_\_\_\_

I fully understand and hereby agree to comply with each of the following as each related to the operation of my home occupation:

1. Business Tax required. It shall be a violation of this code for any person to conduct a home based business without obtaining a Business Tax Receipt therefore issued by the Town. \_\_\_\_\_
  
2. Standards. Prior to issuance of a Business Tax Receipt and as continuing operational standards, the above described home occupations shall comply with the following:
  - a) No person shall be employed in a home occupation who is not a permanent domiciliary resident of the dwelling unit in which the home occupation exists. \_\_\_\_\_
  
  - b) The floor area within a dwelling unit devoted to a home occupation shall not exceed 25% of the gross floor area of the dwelling unit excluding porches, garages, carports and other areas which are not considered living areas. \_\_\_\_\_
  
  - c) The activities of a home based occupation described above shall occur entirely within the dwelling unit excluding accessory structures such as garages, carports and sheds. \_\_\_\_\_
  
  - d) There shall be no external evidence of the existence of a home occupation within a dwelling unit. Signs, displays on the premises, off-street parking areas or on driveways normally required for residential use are prohibited. Stationary, business cards and media advertisements shall be permitted provided that the residential address is not advertised. Such occupation shall not result in an increase in parking required. \_\_\_\_\_

- e) No goods or services of any kind shall be sold or transferred to a customer, consumer or client on the premises of a home based occupation described above, excluding facsimile machine, telephone and/or postal transactions. No inventory shall be stored on premises in more than 32 cubic feet. I fully understand that for the purposes of this subparagraph "inventory" is defined as merchandise, stock in trade or goods of any nature, the purposes for which are to be sold, assigned and physically transferred or delivered to customers, clients and/or patrons of said business on the premises. \_\_\_\_\_
- f) Home based occupation described above shall not create noise, vibration, glare, fumes, odors, dust, smoke, electro-magnetic disturbances or waste and trash other than normal household trash and normal recyclables. No equipment or processes shall be used which create visual or audible interference in any radio or television receiver located nearby. No explosives or chemicals or chemical equipment shall be used except those chemicals that are used for domestic or household purposes. \_\_\_\_\_
- g) Vehicular and pedestrian traffic shall not be generated by a home based occupation described above in a greater volume or a different vehicle type than that of the traffic typical in a residential neighborhood in the Town. \_\_\_\_\_
- h) Deliveries of any kind required by and made to the premises of a home based occupation described above shall not exceed one business delivery per day. \_\_\_\_\_
3. I acknowledge that a departure from any or all of the above may result in a suspension or termination of the Business Tax Receipt; \_\_\_\_\_
4. I acknowledge that the Town shall have the right to reasonable inspect the premises upon which the home based occupation is conducted to insure compliance with the foregoing standards and conditions, and to investigate complaints, if any, from neighbors. \_\_\_\_\_
5. I understand that failure by the home based occupation described above to comply with the standards of this section and with the conditions imposed by the department shall be deemed in violation of Bay Harbor Islands Code of Ordinances. \_\_\_\_\_

I the undersigned, after first being duly sworn, hereby attest that I will strictly comply with all the provisions regulating home based occupations as set forth above and in the Bay Harbor Islands Code of Ordinance Sec. 23-4. 1.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

State of Florida  
County of Miami-Dade

The foregoing instrument was acknowledged before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_, who is \_\_\_ personally known or \_\_\_ produced identification (type of identification produced \_\_\_\_\_). Expiration Date: \_\_\_\_\_

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

*Notary Seal*

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