



**Palm Beach County Zoning Division
Home Occupation Business Tax Receipt
Certificate of Compliance**

Unified Land Development Code (ULDC) Article 4.B.1.E.10;
For the current type-able version of this form visit the PBC Zoning Web Page at:
<http://discover.pbcgov.org/pzb/zoning/Pages/Applications-Forms.aspx>

10. Home Occupation

a. Definition

A business, profession, occupation, trade, artisan, or handcraft conducted in a dwelling unit for commercial gain by a resident of the unit. A Home Occupation shall not include those businesses that are open to the public including those required by State of Florida agencies.

b. Incidental Nature

Shall be clearly incidental and subordinate to the residential use of the dwelling property.

c. Location

With the exception of outdoor instructional services, a Home Occupation shall be conducted within the principal dwelling or off-site, and shall not be conducted within any accessory building or structure or within any open porch or carport that is attached to and part of the principal structure. Instructional services, which by their nature must be conducted outside of the principal structure, such as swimming lessons, shall be located in a rear or side yard.

d. No Change to Character of Dwelling

The residential character of the dwelling in terms of exterior appearance and interior space shall not be altered or changed to accommodate a home occupation.

e. Employees

Shall be conducted by members of the immediate family residing in the dwelling unit only. A maximum of one person who is not a member of the immediate family may assist in the operation of the home occupations at the residence.

f. Advertising

No external evidence or sign shall advertise, display, or otherwise indicate the presence of the home occupation, nor shall the street address of the home occupation be advertised through signs, billboards, television, radio, or newspapers. Advertising on vehicles shall be limited to the minimum necessary to meet requirements mandated by F.S. Chapter 489 or Chapter 67-1876 of the PBC Contractor's Certification Division Manual.

g. Cottage Foods

No food preparation shall be allowed, except as allowed in accordance with F.S. Section 500.80 cottage food operations, as amended.

h. On-Premise Sale of Goods and Services

A Home Occupation shall not involve the sale of any stock, trade, supplies, products, or services on the premises, except for instructional services or incidental retail sales where the Home Occupation is a mail order or internet business.

i. Instructional Services

Instructional services shall meet the following additional regulations:

1) Home Instruction, Inside

Teaching which takes place inside the dwelling unit of the instructor. Typical instruction includes music lessons and academic tutoring.

2) Home Instruction, Outside

Teaching which takes place outside the dwelling unit, on the property of the instructor. This type of instruction is limited to subject matter which necessitates outside instruction. Typical instruction includes tennis, swimming lessons, dog training and equestrian lessons.

3) Hours of Operation

Instruction shall occur only between the hours of 9:00 a.m. and 8:00 p.m. daily.

4) Number of Students

A maximum of three students at a time may be allowed to receive instruction during a lesson.

5) Parking

No more than two vehicles associated with the lessons may be allowed to be parked at the instructor's home at any time.

6) Resident

The instruction must be conducted by a resident of the dwelling where lessons are provided. Only one instructor may be allowed to provide instruction.

j. Home Occupation in the AR/RSA

Additional standards and approval process apply to Home Occupation with limited Landscape Service or limited Contractor Storage Yard pursuant to Art. 4, Use Regulations. **[Ord. 2018-018]**

k. Outside Storage

No equipment or materials used in the home occupation shall be stored or displayed outside of the dwelling, including driveways.

l. Nuisances

No Home Occupation shall involve the use of any mechanical, electrical or other equipment, materials or items which produce noise, electrical or magnetic interference, vibration, heat, glare, smoke, dust, odor or other nuisance outside the residential building. There shall be no storage of hazardous or noxious materials on the site of the home occupation. There shall be no noise of an objectionable nature from the Home Occupation audible at adjoining property lines.

m. Violations or Hazard

If any of the above requirements are violated, or if the use, or any part thereof, is determined by the Zoning Director to create a health or safety hazard, then the business tax receipt may be revoked.

n. Vehicles

One business related vehicle per dwelling unit not over one ton rated capacity may be parked at the home, provided the vehicle is registered to a resident of the dwelling, commercial vehicles are prohibited.

For Instruction Services, instruction must be conducted by a resident of the dwelling where lessons are provided. Only one instructor may be allowed to provide instruction.

I have read and understand the Palm Beach County Zoning Division Home Business Tax Receipt Certificate of Compliance and the thresholds associated with a Home Office Use as described in this Certificate and pursuant to the ULDC. I understand that by signing the Palm Beach County Zoning Division Home Business Tax Receipt Certificate of Compliance, I agree to comply with the Palm Beach County ULDC provisions, as outlined in Article 4.B.1.E.10, Home Occupation. Furthermore, I understand that the Home Business Office is for administrative purposes only or instructional services as further defined in the ULDC, Article 4.B.1.E.10 Home Occupation. (Customary functions include: telephone, scheduling appointments, bookkeeping, computer work, and home instruction).

CERTIFICATE OF COMPLIANCE

I have read and understand the above regulations for home occupation (as Administrative Offices, Instructional Services, as specified.) I am aware of my responsibilities and liabilities for the use and occupation on the property. I do hereby agree to abide by each of the aforesaid stipulations. I further understand that any violation of these stipulations may result in possible Code Enforcement action.

Applicant Name: _____

Business Name: _____

Business Address: _____

Property Control Number (PCN): _____

Occupation: _____

Signature of Applicant: _____ Date _____

*** It is the applicant's responsibility to complete the most current form. Current forms are obtained by visiting: <http://discover.pbcgov.org/pzb/zoning/Pages/Applications-Forms.aspx>**