



## CITY OF MINNEOLA BUSINESS TAX RECEIPT APPLICATION HOME BUSINESS TAX LICENSE

Thank you for choosing the City of Minneola for the location of your business.

Please fill out all pages of the application packet and bring the following items to Utility Billing with your payment to start the process of your Tax Receipt Application. Only a complete packet can be processed. If you have any questions, please call the City Clerk Assistant 352-394-3598 Ext 112 for any assistance you may need.

### ITEMS NEEDED FOR APPLICATION PACKAGE

HOME BUSINESS	Driver's License or State ID.
	Proof of Fictitious Name – LLC, INC, ETC & FEIN <a href="http://WWW.SUNBIZ.ORG">WWW.SUNBIZ.ORG</a> (Must show active status & ID #)
	Tax ID # or Social Security # if using your own name
	State of Florida Licenses – if regulated by a state license
	Property card found at <a href="http://www.lakecopropappr.com">www.lakecopropappr.com</a> or lease if renting- must have permission from property owner in writing if leasing
	Dept of Health Certification if applicable
	Home Occupation Regulations Acknowledgement - SIGNED
	Cash or check only for fees: <b>\$25.00</b> Business Tax Fee <b>AND</b> <b>\$25.00</b> Planning and Zoning Review Note: Fees change after April 1 <sup>st</sup> and August 1 <sup>st</sup>
	* <b><i>BOTH BUSINESS TAX AND PLANNING &amp; ZONING CLEARANCE FEE ARE REQUIRED</i></b>

Website Resources:

[www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) Dept of Business & Professional Regulation

[www.sunbiz.org](http://www.sunbiz.org) Division of Corporations- State of Florida Fictitious name Registry

[www.lakecopropappr.com](http://www.lakecopropappr.com) Lake County Property Appraiser's Office - Ownership Property Record

Note: If your business involves making or selling food items from your home, please pick up a packet from the City Clerk Assistant or visit the Florida Department of Agriculture and Consumer Goods for a list of items and regulations regarding Cottage Foods.

*“Central Florida's High Point”*



## MINNEOLA BUSINESS TAX RECEIPT APPLICATION

### MEMORANDUM OF UNDERSTANDING

#### **Notice to Applicant- OTHER PERSONAL INFORMATION in compliance with FS 119.071 (5) 2.a**

1. City is specifically mandated by Florida state law to collect federal employer identification number of social security number for the purpose of issuing a local business tax receipt.

**Florida Statute:** Chapter 205, Local Business Taxes 205.0535 (6) A receipt may not be issued unless the federal employer identification number or social security number is obtained from the person to be taxed.

2. City may collect your social security number for the following purposes: classification of accounts, customer identification and verification, customer billing and payment, creditworthiness, and other lawful purposes necessary in the conduct of City business. (Florida Statute, Section 11-071 (5) (a) (6))

3. City may also release your SSN to other commercial entities engaged in the performance of commercial activities as required or permitted by law (Florida Statute, Section 119.071 (5) (a) (6))

4. Authorized exceptions: DOS Form 119 Public Records Exemption Request is available upon request for certain government official and other qualifying circumstances.

#### **Applicant Statement of Understanding**

I hereby acknowledge the requirement of compliance with all City of Minneola ordinances, regulations, and provisions applicable to the application to operate a business within the City of Minneola. Specifically, I understand that I MAY NOT OPEN FOR BUSINESS until the facility within which I intend to operate has been successfully inspected by the Fire Department for compliance with the Florida Fire Prevention Code and Life Safety Code and/or by the City of Minneola Code Enforcement Office for compliance with the Code of Ordinances that apply to structures, signs and other regulations and the building official, if deemed necessary. Should any of these inspections determine corrective actions be required, I understand that I shall have the corrections made as prerequisite in obtaining a Business Tax Receipt from the City Clerk.

Upon all inspections passed and confirmation of all fees paid, a Business Tax Receipt will be issued from the City Clerks' s Office. Business Tax Receipts are effective from October 1<sup>st</sup> through September 30<sup>th</sup> and are renewed annually.

Applicant Name: \_\_\_\_\_ Printed

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CITY OF MINNEOLA

## BUSINESS TAX RECEIPT APPLICATION

APPLICATION INFORMATION		New	Renewal	Update	Transfer
Note: Pre-Application Meeting May be Required for:			Food Truck	Group Home	
Commercial	Professional		Insurance	Home Business	
Legal Business Name:			DBA:		
Business Owner:			Phone:		
Property Location:		Unit/Suite #	Mailing Address:		
City/State/ZIP:			Email:		
Applicant/Primary Contact Name:			Phone:		
Address:			Mail Business Tax Receipt to:		
Applicant Signature: (Also Sign Statement of Understanding)					Date
<b>*Upon all inspections passed and confirmation of all fees paid, a Business Tax Receipt will be issued from the City Clerk's office. Business Tax Receipts are effective from October 1<sup>st</sup> through September 30<sup>th</sup> and are renewed annually.</b>					
<b>PROVIDE COPIES OF THE FOLLOWING (IF APPLICABLE):</b>					
Driver's License #	Expiration Date	State License #	Expiration Date		
State Professional License #	Expiration Date	Dept of Ag/Food Safety Cert #	Expiration Date		
Fictitious Name/Sunbiz.org #	Expiration Date	Dept of Health/Lake Co. Health #	Expiration Date		
Federal Tax ID #	Property Record Card/Lease Agreement	Non-Profit Tax Exemption – 501(C)3	Letter of Permission from Property Owner (if renting)		
Insurance NAIC #					
<b>OFFICE USE ONLY – FEES AND CERTIFICATIONS</b>					
BTR Fee \$		Cash	Check #	Received by:	Date:
Zoning Clearance Fee \$25.00		Cash	Check #	Received by:	Date
Zoning District:			Use:		
<b>APPROVED</b>	I hereby certify that the requested use is permitted within the zoning district in which it is located.				
<b>DENIED</b>	I hereby certify that the requested use is not permitted within the zoning district in which it is located.				
Zoning Representative Signature:					Date:
License #		Date Issued:			Application taken by: _____



**City of Minneola**  
**Code of Ordinances**  
**Home Occupation Regulations**

**Chapter 18 Article V – Home Occupations**

Indicate type of occupation(s) being applied for: \_\_\_\_\_

Describe the work to be done at the residence:

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**Sec. 18-145 – Restrictions**

- (1) Home occupations are permitted as an accessory use in all residential zones and subject to the following restrictions:
- (2) No persons other than members of the family residing on the premises shall be engaged in the home occupation, except up to two employees or independent contractors or remote employees who do not work at the residence.
- (3) The use of the dwelling for a home occupation shall be clearly incidental and subordinate to its residential use, and any external modifications must conform to the residential character and match the architectural aesthetics of the area. Any modifications must be permitted prior to construction.
- (4) The home-based business may not conduct retail transactions at a structure other than the residential dwelling; however, incidental business uses, and activities may be conducted at the residential property.
- (5) There shall be no display of products visible in any manner from the outside of the dwelling.
- (6) No equipment or process shall be used which creates visual or audible electrical interference in any radio or television receiver off the premises or causes fluctuations in line voltage off the premises.
- (7) There shall be no storage of equipment or supplies associated with the home occupation outside the dwelling. However, an individual engaging in a home occupation may park or store vehicles and equipment associated with the home occupation outside of the dwelling if the individual complies with chapter 44 of the Code of Ordinances and the storage of vehicles or equipment would be allowed under the Code of Ordinances if the individual was not engaged in a home occupation under this section.

- (8) No home occupation shall generate traffic on a regular basis greater than that customarily generated by the type of residence involved. Parking related to the business activities of the home-based business must comply with zoning requirements and the need for parking generated by the business may not be greater in volume than would normally be expected at a similar residence where no business is conducted. Vehicles and trailers used in connection with the business must be parked in legal parking spaces that are not located within the right-of-way, on or over a sidewalk, or on any unimproved surfaces at the residence.
- (9) No equipment or process shall be used in a home occupation which creates excessive noise, vibration, glare, fumes, or odor detrimental to the health, safety, morals, comfort, and general welfare of persons, which stands true for any residence within city limits.
- (10) No home occupation shall cause an increase in the use of a public utility (water, garbage collection, etc.) or any facility subject to concurrency so that the combined total use for dwelling and home occupation does not exceed the adopted level of service for residential uses within the city. Any home occupation generating more garbage than typically generated by a residential property must pay the commercial rate for garbage collection.
- (11) There shall be no occupational signs of any type permitted on the residential premises in which the home occupation license has been issued.
- (12) No conditions constituting a violation of the Minneola Code of Ordinances shall be permitted.

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Signature

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Printed Name

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Date