

**County Administrator**  
Robert Weisman



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

Unified Land Development Code (ULDC) Article 4.B.1.A.70  
For a typeable version of this form visit the PBC Zoning Web Page at:  
<http://www.pbcgov.com/pzb/zoning/newapps/Form-103.pdf>

**70. Home Occupation**

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, which are required by State of Florida agencies to be open to the public.

**a. Incidental Nature**

Shall be clearly incidental and subordinate to the residential use of the dwelling property and shall be confined to no more than ten percent of the total floor area of the dwelling.

**b. 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.

**c. 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.

**d. 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.

**e. Business Tax Receipt**

Shall be operated pursuant to a valid business tax receipt for the use conducted by the resident of the dwelling. More than one home occupation may be permitted on a residential lot.

**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. On-Premise Sales**

A home occupation shall not involve the sale of any stock, trade, supplies, products, or services on the premises, except for instructional services.

**h. 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) Insurance**

Proof of liability insurance in the amount of at least \$300,000 covering the instructional service shall be submitted prior to the issuance of a Business Tax Receipt.

**5) Number of Students**

A maximum of three students at a time shall be permitted to receive instruction during a lesson.

**6) Parking**

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

**7) Resident**

The instruction must be conducted by a resident of the dwelling where the lessons are provided. Only one instructor shall be permitted to provide instruction. The business tax receipt shall be issued to the instructor.

**i. Outside Storage**

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

**j. 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.

**k. 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.

**l. 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 & meets the resident parking code, commercial vehicles are prohibited.

**I have read and understand the Palm Beach County Zoning Division Home Business Tax Receipt Affidavit and the thresholds associated with a Home Office Use as described in this Affidavit and pursuant to the ULDC. I understand that by signing the Palm Beach County Zoning Division Home Business Tax Receipt Affidavit, I agree to comply with the Palm Beach County ULDC provisions, as outlined in Article 4.B.1.A.70, 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.A.70, Home Occupation (Customary functions include: telephone, scheduling appointments, bookkeeping, computer work, and home instruction). For additional information, please access the ULDC at <http://www.pbcgov.com/pzb/uldc/articles/Article 4.pdf>.**

**CERTIFICATE OF COMPLIANCE**

I have read and understand the above regulations for home occupation (as Administrative Offices, or those Instructional Services specified only). I am aware of my responsibilities and liabilities for the use and occupation on the property. I do hereby covenant and agree to abide by each of the aforesaid stipulations. I further understand that any violation of the stipulations may result in possible code enforcement action and/or revocation of the Business Tax Receipt.\*

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

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

Business Address: \_\_\_\_\_

Property Control Number (PCN): \_\_\_\_\_

Occupation: \_\_\_\_\_

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

*\* It is the applicants responsibility to complete the most current form. Current forms are obtained by visiting: <http://www.pbcgov.com/pzb/zoning/newapps/Form-103.pdf>*