

City Clerk's Office  
405 Larue Avenue, Edgewood, FL 32809  
PH: 407-851-2920 \* FAX: 407-8517361

[bmeeks@edgewood-fl.gov](mailto:bmeeks@edgewood-fl.gov)

### HOME BUSINESS AFFIDAVIT

BUSINESS OWNER INFORMATION	PROPERTY OWNER INFORMATION (IF DIFFERENT THAN Business Owner)
Name:	Name:
Street:	Street:
City/State/Zip:	City/State/Zip:
Telephone:	Telephone:
Proposed Name of Business:	
Description of Proposed Business: <hr/> <hr/> <hr/>	

**Regulations for Home Business Tax Receipt** (Sec. 134-518)

**Home Business shall be conducted entirely within a dwelling, provided that all of the following conditions are met:**

**Procedural requirement.**

*Business Tax Receipt required.* All home occupations shall be required to obtain a Business Tax Receipt prior to the start of such use. In addition to any other submittals required for a Business Tax Receipt, the applicant shall also submit the following:

- Location of dwelling unit where the home occupation will be conducted.
- Total floor area of the dwelling unit.
- Area of room or rooms to be utilized in the conduct of the home occupation.
- A sketch with dimensions showing the floor plan and the area to be utilized for the conduct of the home occupation. (*See Attached Illustration*)
- The exact nature of the home occupation.
- Notarized letter of approval for the home occupation from the property owner and/or property manager.

**Business shall be conducted in accordance with City Code, Chapter 34 – Licenses and Business Regulations**

I, the undersigned, do hereby swear and affirm that I am a resident of Edgewood, Florida, that I am the person responsible for the operation and conduct of the business named herein. I have read and understand the REGULATIONS FOR HOME BUSINESS TAX RECEIPT, and hereby agree to abide fully by said regulations.

I understand an Orange County Business Tax Receipt must be obtained after the City Business Tax Receipt is issued.

I understand that it is the applicant’s responsibility to secure the Business Tax Receipt prior to conducting business in the City of Edgewood.

I understand that a Notice letter shall be sent to abutting property owners within 30 days after the issuance of the Business Tax Receipt for the home occupation. The letter will advise the abutting property owners of the purpose of my home occupation.

I further understand that if this home occupation is not being conducted in accordance with the requirements of the city Code, the City Clerk has the authority to initiate revocation of the permit for it.

\_\_\_\_\_  
Business Owner Signature

\_\_\_\_\_  
Date



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**STEP BY STEP INSTRUCTIONS TO OBTAIN A BUSINESS TAX RECEIPT**

***Confirm the planned business is within the City of Edgewood limits.***

Contact the Orange County Property Appraiser's Office to ensure the planned business location is within the city limits of Edgewood. Visit them online (<http://www.ocpafl.org/>) or call: 407-836-5000

***Complete appropriate application***

Application must be signed by an owner, partner or officer of the corporation or LLC. A Social Security or Federal ID number will be required.

***If you are claiming a Business Tax Exemption***, please inform the City Clerk's office, and the appropriate documentation will be provided to you.

***If you are in a business that requires a license from any Division of the State, you must obtain your State license before applying for your City of Edgewood Business Tax Receipt.***

- Department of Business and Professional Regulations: 850-487-2252 or [myfloridalicense.com/dbpr/](http://myfloridalicense.com/dbpr/)
- Department of Agriculture and Consumer Services: 850-488-3022 or [doacs.state.fl.us/](http://doacs.state.fl.us/)

***If your business uses any name other than the full legal name of the owner or a corporation uses a name other than its legal corporate name, a fictitious name must be registered with the State.***

For more information or to register with the State: 850-245-6058 or [www.sunbiz.org](http://www.sunbiz.org)

***If you do business as a corporation, proof of status as a corporation must accompany your application.***

Contact the Florida Department of State, Division of Corporations: 850-488-9000 or [www.sunbiz.org](http://www.sunbiz.org)

***If your business is a food establishment or retail food store:***

(8) A person who applies for or renews a local business tax certificate to engage in business as a food establishment or retail food store must exhibit a current food permit or an active letter of exemption from the department before the local business tax certificate may be issued or renewed, *per Florida Statute 500.12 (8)*

In addition to the agencies provided above, below is a list of agencies and their phone numbers that should be checked concerning code requirements or regulations before starting a business operation at any location.

Agriculture (Food Safety) 800-435-7352	Alcoholic Beverage 407-245-0758	Federal Employers Identification Number (FEIN) 800-829-3676
Hotels & Restaurants 850-487-1395	Motor Vehicle Repair 800-435-4352	Revenue (Sales Tax) 407-475-1200
Sellers of Travel 800-435-7352	Workers Compensation 407-245-0758	

It is the business owner's responsibility to adhere to the City Code. You may contact City Hall staff or go to Municipal Code website at <http://www.municode.com/>, if you have any questions regarding the City Code; particularly, for proposed changes in business signage, parking, interior/exterior additions/alterations to business structure (list not inclusive), etc.



**COMPLETE ALL THAT APPLIES TO YOUR BUSINESS**

Approximate Value of Retail Inventory:	Number of Employees:
Number of Students:	Number of Video Machines:
Number of Units/Vehicles:	Number of Other Vending Machines:
Number of Pool Tables:	Vending Machines Owned:          Leased:
Number of Fuel Pumps:          Nozzles:	Car Wash: Yes/No
Restaurant Seating Capacity	Dancing Yes/No
Alcoholic Beverages Sold:          Served:	Bar/Lounge Yes/No
Number of Beauty/Barber Stations:	Number of Tanning booths:

**CERTIFICATION:** *I certify that all the information contained herein is true and correct to the best of my knowledge and belief. If any portion is found to be false or misrepresented, such facts may be just cause for immediate revocation of any business tax receipt(s) issued to me. I acknowledge that the issuance of this business tax receipt is contingent upon complying with the building and fire requirements of the City. Inspections will be performed and should deficiencies be found that are in conflict with required codes, I understand that the City will not issue the business tax receipt until I (or the owner of the building if leased) make the required corrections. I understand that should corrections be necessary, I am not permitted to operate this business until those corrections have been made and all applicable fees have been paid. It is further understood that I must FULLY comply with the Codes of the City of Edgewood. I understand that an Orange County business tax receipt must be obtained after the City business tax receipt is issued.*

**I further understand that it is the applicant's responsibility to secure the business tax receipt(s) prior to conducting business in the City of Edgewood.**

<b>Applicant Info (If different than owner info)</b>	
<b>Name:</b>	<b>Email Address:</b>
<b>Address:</b>	<i>I have read the foregoing document and the facts stated in it are true.</i>
<b>City/State/Zip:</b>	<b>Applicant Signature:</b>
<b>Phone:</b> <b>Fax:</b>	<b>Date Submitted</b>
<b>ORANGE CO. INSPECTION SIGN OFF:</b>	<b>Date:</b>

**Accounting**

Full Fiscal Year Fee: \$ \_\_\_\_\_ Half Year Fee: \$ \_\_\_\_\_ Transfer Fee: \$ \_\_\_\_\_

Business Type	Bus. Tax Fee	Penalty	Total	Bus Tax Number

**Notes:**

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**Date Paid:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_ **Issued By:** \_\_\_\_\_

**Total Business Tax Paid:** \_\_\_\_\_       Cash    Check #

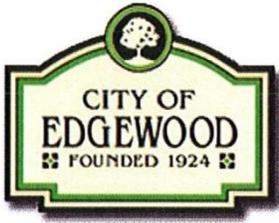
Section 1 That Article II of Chapter 34, Section 34-19 of the City of Edgewood Code of Ordinances is hereby amended to read as follows:

Sec. 34-19 Local business tax imposed.

- (a) For purposes of this article, the term "business," "profession" or "occupation" shall include all individuals, corporations, associations, syndicates, joint stock companies, partnerships of every kind, joint ventures, clubs, trusts and societies engaged in any type of work, occupation or profession unless exempt under federal or state law.
  
- (b) No person listed below shall engage in any business activity whatsoever, within the city until a business tax receipt shall have been procured from the city clerk, which receipt shall be issued to each business that is not in violation of this article, or other ordinance, or laws of the state, after receipt by the city clerk of a business tax receipt application, and on receipt by the city clerk of the amount hereinafter provided:
  - (1) Any person who maintains a permanent business location or branch office within the city, for the privilege of engaging in or managing any business within the city.
  
  - (2) Any person who maintains a permanent business location or branch office within the city, for the privilege of engaging in or managing any profession or occupation within the city, provided, however, that such person shall not be required to procure a business tax receipt if such person is employed by a business that has obtained a business tax receipt pursuant to subparagraph (1) for the business in which such person practices.
  
  - (3) Any person who does not qualify under subsection (b)(1) or (2) of this section and who transacts Any business or engages in any occupation or profession in interstate commerce, if the business tax is not prohibited by United States Constitution, Art. I, § 8

The City of Edgewood's Code of Ordinances can be found at: <http://library.municode.com/index.aspx?clientId=13880>

*Revised 3/30/2016*



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## CITY OF EDGEWOOD

### SOCIAL SECURITY NUMBER COLLECTION POLICY

### NOTICE STATEMENT OF POLICY

In compliance with Section 19.071(5) of *Florida Statutes* The City of Edgewood may collect individual social security numbers when specifically authorized by law to do so or when it is imperative for the performance of the City's duties. If you do not provide your social security number, the City may not be able to provide the services or employment that you request without it. The City only collects your social security number for the following purposes:

- Classification of Accounts
- Identification and Verification
- Credit Worthiness
- Billing and Payments
- Bank Draft Authorizations
- Data Collection
- Reconciliation
- Benefit Processing
- Business Tax Receipt Applications (per FS 205.0535(5))
- Tax Reporting
- Benefit Processing
- Vendor Registration Applications
- Volunteer Contracts for Background Checks
- Police Statements and Arrests for Verification of Identity

Social security numbers are also used as a unique numeric identifier and may be used for search purposes.