



CITY OF SARASOTA • LOCAL BUSINESS TAX RECEIPT DIVISION

## APPLICATION FOR HOME-BASED OCCUPATION

LOCAL BUSINESS TAX RECEIPT NUMBER: \_\_\_\_\_

Return w/payment to:  
City of Sarasota  
Local Business Tax  
2<sup>nd</sup> Flr Annex Bldg  
1565 1<sup>st</sup> Street  
Sarasota, FL 34236  
Call 941.954.4186  
with any questions

NAME OF BUSINESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

NAME OF RESIDENT: \_\_\_\_\_

MAIL TAX RECEIPT TO: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ DATE BUSINESS/OCCUPATION ESTABLISHED IN CITY \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PROVIDE YOUR FEDERAL TAX ID OR SALES TAX ID OR DRIVER'S LICENSE NUMBER BELOW:

\_\_\_\_\_

NATURE OF BUSINESS: \_\_\_\_\_

\_\_\_\_\_

PLEASE SUBMIT A FLOOR PLAN OF YOUR RESIDENCE ON THE SECOND PAGE OF THIS APPLICATION (HAND-DRAWN IS ACCEPTABLE) INCLUDING THE TOTAL SQUARE FOOTAGE OF THE PRIMARY STRUCTURE AND SHOWING THE AREA TO BE USED FOR YOUR BUSINESS. AN INTERIOR INSPECTION BY CITY OF SARASOTA LOCAL BUSINESS TAX STAFF MAY BE REQUIRED.

I understand that my home occupation must comply with all applicable federal, state, and local laws, and must be operated as specified in Zoning Code Sections VII-602(ff) and VII-214, as they may be amended.

I have received a copy of the criteria for a home occupation and a summary of the City's regulations for commercial vehicles. I affirm that the occupation proposed in this application meets all of the referenced criteria and that the proposed address is my current place of residence.

I acknowledge that I have received a copy of the commercial vehicle ordinance and all vehicles associated with my home-based business will comply with the commercial vehicle ordinance effective January 1, 2004.

I understand that I will be required to amend my current local business tax receipt in the event there is a change in the address at which the home occupation is taking place, a change of ownership, or a change in the type, nature or use of the home-based occupation.

**BY SIGNING THIS FORM YOU ARE ACKNOWLEDGING THAT ALL THE INFORMATION CONTAINED HEREIN IS CORRECT.**

\_\_\_\_\_  
*Signature of Resident*

\_\_\_\_\_  
*Date*

PLEASE DO NOT WRITE IN THIS SPACE

**This Section for Office Use Only**

Zone District: \_\_\_\_\_

Approved By: \_\_\_\_\_

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



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**PLEASE DRAW A LAYOUT OF YOUR HOME SHOWING THE LOCATION OF YOUR OFFICE.**



## CRITERIA FOR HOME-BASED OCCUPATION (PLEASE KEEP THIS PAGE)

The following is an **EXCERPT** from the City of Sarasota Zoning Code [2002 Edition] Article VII: Regulation of General Applicability. The original can be found in the City Code designated VII-602(ff).

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### (ff) Home Occupations

#### 3. Purpose

The purpose of this Division is to provide regulations governing the size, location, and operation of home occupations in a manner that is consistent with the residential character of the area while providing flexibility to the residents.

#### 4. Standards

- a. Permitted Uses. Home occupations, except as provided below, shall be permitted accessory to single family, duplex or multi-family uses in all zoning districts subject to the limitations of this Section.
- b. General Use Limitations. Home occupations shall be subject to all use limitations applicable in the zone district in which they are located, the following additional limitations, and such limitations which may be imposed by the Director of Building, Zoning & Code Compliance.
  - i. The principal person or persons conducting the home occupation shall reside in the dwelling and all employees of the home occupation shall be inhabitants of the dwelling.
  - ii. The home occupation shall be located within the dwelling or an accessory building thereto, and does not exceed twenty-five (25) percent of the total gross combined floor area of the buildings or five hundred (500) square feet, whichever is less.
  - iii. The occupation shall not alter the outside appearance of the dwelling unit.
  - iv. There shall be no displays, or sale of merchandise on the premises.
  - v. There shall be no signs other than the address and name of the resident.
  - vi. There shall be no use or storage of material or mechanical equipment not recognized as being part of a normal household use.
  - vii. Activities conducted and equipment or material shall not change the fire safety or occupancy classifications of the premises.
  - viii. No traffic is generated by such home occupation on greater volume than would normally be generated by the dwelling unit without such home occupation.
  - ix. No traffic is generated by such home occupation so as to require any additional on-site parking spaces other than those spaces normally utilized by the dwelling unit without the home occupation.



**COMMERCIAL VEHICLES  
(PLEASE KEEP THIS PAGE)**

Following is a general summary of the City of Sarasota Commercial Vehicle regulations. The actual text can be found in the City of Sarasota Zoning Code, 2002 edition, Article VII: Regulation of General Applicability, §VII-214.

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**PROHIBITED COMMERCIAL VEHICLES, COMMERCIAL TRAILERS AND CONSTRUCTION EQUIPMENT**

All vehicles over 7,200 pounds in vehicle weight are prohibited from parking in residential zones inside the City of Sarasota. Vehicles that are more than eight feet in height as measured from the ground to the highest point of the vehicle are also prohibited. Regardless of weight, semi-trucks and/or trailers are prohibited, as are dump trucks, bucket trucks, wreckers, tow trucks and trucks with stake beds. Construction equipment is also prohibited, including but not limited to front end loaders, bulldozers, bobcats or ditch diggers with sole exception of the construction equipment parked during the tenure of construction. Prohibited vehicles that are performing deliveries, construction work, etc., can be parked in residential zones only as long as the work is actively being performed. Overnight parking of such vehicles is always prohibited in residential zones.

**VISIBLE COMMERCIAL VEHICLES**

Effective January 1st, 2004, certain commercial vehicles parked in residential zones can be visible from abutting properties and rights-of-way, as long as they are not prohibited vehicles (as discussed above) and meet certain conditions. These vehicles must be parked on a paved, shell-covered or rock-covered area with perimeters or borders defined by landscaping. The vehicle cannot exceed 7200 pounds, and cannot be more than 6.5 feet in height or have racks that exceed 18 inches in height. The vehicle must be owned by the current resident of the property or unit at which it is parked and it cannot be parked on or over a sidewalk. If your vehicle has two or fewer signs of not more than four square feet per sign, you must cover the signage with magnetic (or similar) opaque blanks of a similar color to the vehicle. If the signs are larger, the vehicle must be buffered (see below). Any vehicle that exceeds any of these limits cannot be visible from abutting properties when parked; it must be parked outside a residential zone or, if it meets certain requirements, it may be buffered as discussed below. Only one visible commercial vehicle is allowed per address.

**BUFFERED COMMERCIAL VEHICLES**

Effective January 1st 2004, all commercial vehicles that are not prohibited (see above), but exceed the limits for a visible vehicle, must be buffered. An allowed vehicle may be parked on a side or rear yard that is buffered (screened) from all abutting properties by a 6.5 foot fence or wall or by an 80% opaque hedge. Vehicles may also be parked in a completely enclosed structure like a garage, or in a carport that is attached to the house (so that one wall of the house functions as one side of the carport) and where the carport does not extend beyond the front of the house. The vehicle must be owned or operated by the resident of the dwelling. The vehicle cannot be over eight feet in height (including tools and racks) or over 7,200 pounds in vehicle weight. Signage is allowed on buffered vehicles. You may only have one buffered vehicle or one buffered trailer (in addition to one visible commercial vehicle that meets the limits discussed above) at any address.

**BUFFERED COMMERCIAL TRAILERS**

Effective January 1st, 2004, commercial trailers over sixteen feet in length (from the front of the tongue to the rear-most part of the trailer), all trailers that have racks attached to the top, and those that are more than eight feet in height from the ground to the highest point on the trailer are prohibited in residential zones. All other commercial trailers must be buffered from abutting properties. A trailer may be parked in a side yard or rear yard that is buffered (screened) from all abutting properties by a 6.5-foot fence or wall, or by an 80% opaque hedge. Trailers may also be parked in a completely enclosed structure like a garage. Please note that carports do not constitute buffering for a trailer. If the trailer is over 6.5 feet in height from the ground to the highest point on the trailer, it must be a completely enclosed trailer or it must be stored in a completely enclosed structure. Signage is allowed on trailers as long as the signage is not visible from any abutting property. You may only have one buffered trailer or one buffered vehicle (in addition to one visible commercial vehicle that meets the limits discussed above) at any address.