



BRUCE VICKERS, CFC
Osceola County Tax Collector
 2501 E. Irlo Bronson Memorial Hwy, PO Box 422105
 Kissimmee, Florida 34742-2105
 Phone(407)742-4000 Fax (407)742-4009
www.osceolataxcollector.org

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APPLICATION FOR OSCEOLA COUNTY LOCAL BUSINESS TAX RECEIPT

(formerly known as Occupational License)

(Please Print)

IF YOUR BUSINESS IS LOCATED WITHIN UNINCORPORATED OSCEOLA COUNTY ZONING DEPARTMENT, APPROVAL WILL BE REQUIRED IN ORDER TO ISSUE THIS BUSINESS TAX RECEIPT.

Osceola County Ordinance 95-10, Section 1 states, "No person shall engage in or manage any business, profession or occupation within Osceola County..." unless exempt by county, state or federal law. Failure to comply with Osceola County Ordinance 95-10 may subject your business to additional costs including but not limited to court costs, attorney fees, administrative costs and penalties up to two hundred and fifty dollars (\$250) per day.

1. **Business Name:**
 - A. List the name of the business: _____
 - B. If applicant is not using their legal name in the Business Name, please check one of the following:
 - List the Fictitious/Corporation name number of the business as provided by the FL Dept. of State: _____
 - I WILL NOT engage in business until fictitious name/corporation registration number is received from Florida Department of State.

2. **Business Location:** Enter physical location of business (If this is a residential home and you rent or lease, a completed, "[Property Owner Affidavit](#)" is required and can be obtained from our website or any of our office locations)

Address _____ City _____ State _____ Zip _____

Telephone: (____) _____ Fax: (____) _____ Cell Phone: (____) _____

3. **Location Boundary:** Check only one In Osceola County **and** limits of city listed in Section 2 In Osceola County Outside Osceola County

Parcel ID Number: (provided by the Tax Collectors office) _____

****ANSWER THE FOLLOWING IF A RESIDENTIAL ADDRESS IS USED FOR THE BUSINESS****

Are materials, supplies, or equipment stored on the property? _____ Does anyone, other than the occupant(s) work there? _____

Do customers physically go to the address? _____ Is there a sign located on the property? _____

Did you obtain Home Occupational approval from the BOA? _____ If "yes" what is the BOA number? _____

4. **Name of Applicant (Owner or Principal):** Enter the applicant's legal name(s) & Corporation name(if applicable) below

First _____ M. _____ Last _____ Sur. _____

First _____ M. _____ Last _____ Sur. _____

Corporation Name: _____ Contact Name: _____

Address _____ City _____ State _____ Zip _____

Telephone: (____) _____ Fax: (____) _____ Cell Phone: (____) _____

5. **Mailing Address:** Enter mailing address if different from physical location in Item 2 (Business Location)

Address _____ City _____ State _____ Zip _____

6. **Social Security Number/Federal Tax ID Number:** _____

Note: Sole Proprietors enter Social Security Numbers. Other Business Entities enter Federal Tax ID Number

(The Osceola County Tax Collector is required to collect Social Security numbers for the purposes of identification, and to fulfill reporting requirements in all phases of Statutory, Administrative, and Local Government Ordinance requirements.)

7. **E-Mail Address:** _____ **Bus. Website Address:** _____

8. **Type of Business:** (Please be very specific) If the type of business you are engaging in is State Regulated, a copy of the corresponding state license, registration or certification **is required to be attached** to this application. (i.e. General Contractors, Restaurants, Auto Repair, etc.)

Estimated Original Cost of the Equipment to be used in the Business \$ _____

List State License, Registration or Certification Number(s): _____

9. **Affidavit: Carefully review and sign the following affidavit**

(1) I, the undersigned, swear this application (including addendum and all other attachments) is true and correct. (2) I acknowledge and understand that a local county business tax receipt (previously referred to as an occupational license) is issued pursuant to this application is for the privilege of doing business in Osceola County and does not waive Florida's licensing, registration, and/or certification requirements, nor does it waive any other such requirements of any city, county, state or federal authority that must be met prior to engaging in or entering into the activity, business, profession or occupation for which this application is being made. (3) I specifically acknowledge that a business tax receipt issued pursuant to this application does not indicate that the parcel of land upon which the business intends to operate is properly zoned for the activities in question and that it is the responsibility of the business to verify same with the appropriate zoning authority prior to commencing its activities or operations. (4) I also affirm that I, the business owner/principle of record indicated hereon, is in compliance or will comply with all federal, state and legal requirements.

Signature of Applicant: _____ **Date:** _____ **Receipt Fee:** _____

Once completed, please submit this application with payment to Bruce Vickers, Tax Collector. Use the above listed address when mailing in your application.



**BUSINESS TAX RECEIPT CONSOLIDATED APPLICATION
RESIDENTIAL**

Osceola County Community Development Division
1 Courthouse Square, Suite 1400
Kissimmee, Florida 34741
Phone No: (407) 742-0200 Fax No: (407) 742-0202

**BUSINESS TAX RECEIPT CONSOLIDATED APPLICATION
RESIDENTIAL**

REQUIREMENTS FOR SUBMITTAL OF APPLICATION

(1) NOTARIZED LETTER OF AUTHORIZATION

Required only when the applicant is not the property owner where the home occupation or business will be conducted

(2) FILING FEE

The applicant is required to submit the appropriate filing fee (see below) which is non-refundable, even if your request is denied

(3) LOCAL BUSINESS TAX RECEIPT FEE

Local Business Tax Receipt Fee for new businesses are as follows:

10/1 - 3/31\$30.00

4/1 - 6/30\$15.00

7/1 - 9/30\$45.00

Home Occupation Review Fee (no board review).....\$100.00



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RESIDENTIAL**

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Phone No: (407) 742-0200 Fax No: (407) 742-0202

1. **OWNERSHIP:** Do you own the property? Yes____ No____. If yes, please provide the purchase Date _____. If not, are you a tenant renting the property? Yes____ No ____ Or are you purchasing the property under an agreement for deed? Yes____ No ____

2. **Explain in detail what type of work activities or services are performed in the operation of this Home Occupation Business.**

3. **Please describe in detail what type of equipment, materials, or products are associated with your Home Occupation?** _____

4. **Will there be storage related to the home occupation in an enclosed accessory building or in an outdoor storage area?** Yes _____ No _____

5. **If you answered yes to the above question, is the property within an Agricultural Development and Conservation (AC) zoning district?** Yes_____ No _____

If you answered No, this storage is not permitted.

If you answered Yes, Please continue this application by completing the Supplemental Application.

***You may contact the Zoning Office for information on your zoning district at 407-742-0200, Specialpermits@osceola.org or 1 Courthouse Square, Suite 1400, Kissimmee, Florida 34741.



BUSINESS TAX RECEIPT SUPPLEMENTAL APPLICATION AC ZONING WITH STORAGE

Osceola County Community Development Division
1 Courthouse Square, Suite 1400
Kissimmee, Florida 34741
Phone No: (407) 742-0200 Fax No: (407) 742-0202

- I. Per the Land Development Code, Chapter 3, Article 3.6, Section 3.6.1.E., A Home Occupation within an Agricultural Development and Conservation (AC) zoning district that is located on a property that meets the minimum lot area and lot width requirements may store merchandise, equipment, vehicles and/or supplies on site when stored within the confines of a totally enclosed building that has been permitted through a building permit.
- The building is not limited in size but shall meet the minimum setbacks of the AC zoning district for a single family dwelling.
 - The building shall be placed a minimum of 5 feet behind the front entry of the principle dwelling. On properties that front more than one roadway, the building shall be placed a minimum of 5 feet further from the property line along the roadway than the principle dwelling. The building shall at no time be closer to a roadway than the principle dwelling.
 - Multiple buildings may be used for the storage.
 - No repair or maintenance of merchandise, equipment, vehicles and/or supplies is authorized on the property.

1. Is the property within an AC zoning district? Yes _____ No _____

2. Does the property meet the minimum lot area and lot width requirements? Yes _____ No _____
(Code minimum is 5 Acres)

3. Will there be storage for the business within the confines of a totally enclosed building? Yes _____ No _____

- If you answered YES, submit a site plan showing the storage building to the Zoning Office at Specialpermits@osceola.org or 1 Courthouse Square, Suite 1400, Kissimmee, Florida 34741 for review. Include address and property ID on the plan.
- If a building permit has been issued for the storage building within the last 2 years and/or a site plan is available in the building permit records showing the storage building placement, no site plan is required to be submitted with this application

II. Per the Land Development Code, Chapter 3, Article 3.6, Section 3.6.1.E., A Home Occupation within an Agricultural Development and Conservation (AC) zoning district that is located on a property that is 40 acres or larger may also store merchandise, equipment, vehicles and/or supplies in an outdoor storage area.

- Sites located within the Urban Growth Boundary (UGB) shall provide a high buffer around the outdoor storage area as defined in Chapter 4 of these regulations.
- Sites located outside the Urban Growth Boundary (UGB) shall provide a medium buffer around the outdoor storage area as defined in Chapter 4 of these regulations.
- An application for Home Occupation with outdoor storage area shall include a site plan showing the outdoor storage area and location and dimensions of the buffer.

1. Is the property within an AC zoning district and 40 acres or larger? Yes _____ No _____

2. Will there be an outdoor storage in conjunction with this Home Occupation? Yes _____ No _____

- If you answered YES, submit a site plan showing the outdoor storage area with required buffer to the Zoning Office at Specialpermits@osceola.org or 1 Courthouse Square, Suite 1400, Kissimmee, Florida 34741 for review. Include address and property ID on the plan. (Telephone 407-742-0200)

***You may call or visit the Zoning Office during business hours for assistance with a site plan. A site plan should show all property lines, the roadway and access points to the site, all structures on the property, the storage building or outdoor storage area, and required buffers with dimensions.

RESIDENTIAL AFFIDAVIT for HOME OCCUPATIONS

I, _____, as a business owner in Osceola County, Florida and because my place of business is located within a residence, I hereby agree to the following conditions:

1. I guarantee that the Home Occupation operated from my residence will comply with the application and any restrictions approved by Osceola County Zoning Office.
2. I guarantee that no person shall be employed other than members of the immediate family all of which must reside on the premises.
3. I guarantee that the use of the dwelling unit for the Home Occupation shall be clearly incidental and subordinate to its use for residential purposes. Not more than twenty-five (25) percent of the air conditioned floor area of the dwelling unit shall be used in the conduct of the Home Occupation and no more than 25 square feet of merchandise may be stored except for properties that are located within an Agricultural Development and Conservation (AC) zoning district that meet the minimum lot area and lot width requirements. No outside display or storage is permitted except for properties that are located within an Agricultural Development and Conservation (AC) zoning district that meet the minimum lot area requirements.
4. I understand a Home Occupation within an Agricultural Development and Conservation (AC) zoning district that is located on a property that meets the minimum lot area and lot width requirements may store merchandise, equipment, vehicles and/or supplies on site when stored within the confines of a totally enclosed building that has been permitted through a building permit.
 - a. The building is not limited in size but shall meet the minimum setbacks of the AC zoning district for a single family dwelling.
 - b. The building shall be placed a minimum of 5 feet behind the front entry of the principle dwelling. On properties that front more than one roadway, the building shall be placed a minimum of 5 feet further from the property line along the roadway than the principle dwelling. The building shall at no time be closer to a roadway than the principle dwelling.
 - c. Multiple buildings may be used for the storage.
 - d. No repair or maintenance of merchandise, equipment, vehicles and/or supplies is authorized on the property.
 - e. All other criteria as defined in this section for Home Occupation shall be met within the AC zoning district.
5. I understand a Home Occupation within an Agricultural Development and Conservation (AC) zoning district that is located on a property that is 40 acres or larger may also store merchandise, equipment, vehicles and/or supplies in an outdoor storage area.
 - a. Sites located within the Urban Growth Boundary (UGB) shall provide a high buffer around the outdoor storage area as defined in Chapter 4 of these regulations.
 - b. Sites located outside the Urban Growth Boundary (UGB) shall provide a medium buffer around the outdoor storage area as defined in Chapter 4 of these regulations.
 - c. An application for Home Occupation with outdoor storage area shall include a site plan showing the outdoor storage area and location and dimensions of the buffer.
6. I guarantee there shall be no change in the outside appearance of the building or premises as a result of such occupation, with the exception of an unlighted sign or nameplate. The sign or combination of signs shall be limited to not more than two (2) square feet in area, attached to and not projecting from the building.
7. I guarantee no products other than those produced on site will be sold on site. This does not preclude taking orders for sales or provision of services off-site.
8. I understand a Home Occupation may be conducted in any accessory building provided the building is incidental to and subordinate to the primary residential structure except for properties that are located within an Agricultural Development and Conservation (AC) zoning district that meet the minimum lot area and lot width requirements.
9. I guarantee mechanical equipment shall not be used on the premises, except such that is normally used for purely domestic or household purposes, nor shall it create levels of noise, vibration, glare, flumes, odors or electrical interference detectable to the normal senses outside the dwelling unit in excess of that normally associated with household use. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television sets off the premises, or causes fluctuations in line voltage in excess of that normally associated with household use.

10. I guarantee traffic or parking demands to or from the residence shall not be generated by the residential use and Home Occupation in greater volume, frequency or type than ten vehicle trips per day, as defined by the Institute of Transportation Engineers (I.T.E.). Deliveries related to the home occupation shall not occur more frequently than twice per day, not including any deliveries made by the U.S. Postal Service. Parking demand shall be limited to a maximum of four (4) parking spaces.
11. I guarantee multiple Home Occupations shall not have a cumulative impact greater than the criteria for one occupation.
12. I understand a Home Occupation shall not be transferred to another owner or lessee of the property unless the identical conditions exist as to the specific occupation, number of persons operating the occupation, and all site conditions remain the same. Any transfer requires approval of the County, including a new application and affidavit as required herein.
13. I understand a Home Occupation may be approved for up to one (1) year and must be renewed annually by making application to Osceola County Zoning Office. Upon filing a new application or renewing an application the applicant shall sign an affidavit, confirming compliance with the criteria contained in this section. If the applicant is not the property owner, a notarized letter of authorization for the business from the property owner shall be submitted at the time of application.
14. In the event that Osceola County determines that there has been any violation of this agreement, I further agree to cease all business activities at this address immediately upon due notice from Osceola County. I understand a Home Occupation approval may be revoked by the County Manager or her/his designee upon any violation of these criteria, after written notice.
15. Osceola County has permission to perform a site inspection of the referenced property below to confirm that the business being operated is compliant with the Osceola County Home Occupation Code.

The complete street address where the business will be located is:

The name of the business is: _____

Business Phone: _____ Alternate Phone: _____

Email Address: _____

Applicant Name: _____

Applicant Signature

Date

APPLICANT MAILING ADDRESS:

OSCEOLA COUNTY BOARD OF COUNTY COMMISSIONERS
 ZONING OFFICE
 1 COURTHOUSE SQUARE, SUITE 1400
 KISSIMMEE, FL 34741

If you have any questions regarding this Home Occupation, contact the Zoning Office at (407) 742-0200.

SpecialPermits@osceola.org



BRUCE VICKERS, CFC, CFBTO, ELC.

★ Osceola County Tax Collector ★

2501 E. Irlo Bronson Memorial Hwy. / P.O. Box 422105 / Kissimmee, Florida 34742-2105

Phone 407-742-4000 / Fax 407-742-4008

www.osceolataxcollector.org

Property Owner Affidavit

Notification to Owner and Request for Authorization

for tenant to apply for an Osceola County Local Business Tax Receipt.

As legal **owner** of the property located at _____
Print Physical Property Address (Street # , Name. City, State & Zip Code)

In Osceola County, Florida, I am aware and hereby give permission to my tenant _____
(Print Tenant Full Name (First, Middle initial, and Last Name))

to apply for a Local Business Tax Receipt and Home Occupation for the business of _____
(Print Full Business Name, Corporation or DBA if applicable)

Property Owner Printed Full Name

Property Owner Signature

Property Owner Mailing Address

City, State & Zip

Property Owner Daytime Phone Number

Property Parcel/Tax ID Number

Signed this ____ day of _____,

State of _____ County of _____
The foregoing instrument was acknowledged before me this _____ day
of _____, by _____
who is personally known to me _____ or has produced _____
as identification, and did take an oath _____ or did not take an oath _____.

(Print Name of Notary) Notary Signature SEAL

St. Cloud Branch Office
1300 9th Street / Ste. 101B
St. Cloud, Florida 34769

Buenaventura Lakes Branch Office
2595 Simpson Road
Kissimmee, Florida 34744

Campbell City Branch Office
4730 South Orange Blossom Trail
Kissimmee, Florida 34746