



# APPLICATION FOR BUSINESS TAX RECEIPT: HOME-BASED BUSINESS

<b>City of St. Petersburg Use Only</b>		
CONTROL #: _____	Initials: _____	Date: _____
Counter		Mail

<b>Business Address:</b>	<b>Zip:</b>
If this address is your residence, signing this application certifies that, if a rental or a condominium, the condo association or owner of the property approves of this use. For residence, check one:      Home Occupation                      Address of Convenience	
<b>Business Name:</b>	
<b>Business Phone:</b>	<b>Website URL:</b>
<b>Federal Employer ID # OR Social Security #:</b>	
<b>Mailing Name:</b>	
<b>Mailing Address:</b>	
You are subject to a 25% penalty if you started this business activity before paying this tax. This is a state law. State the date you began or will begin this business activity from this location: _____	

<b>Description of Business Activities:</b> <i>Please note all independent contractors require their own business tax.</i>

<b>Number of Units:</b> _____ (i.e.- No. of employees, inventory)
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<b>Type of Ownership:</b> Individual      Partnership      Corporation      LLC      Other (indicate): _____
<b>List name and addresses of all owners, partners, and, if a corporation, all officers:</b>
Name: _____ Residential Address: _____ Title: _____
Name: _____ Residential Address: _____ Title: _____

## APPLICANT INFORMATION

<b>Applicant Name:</b>	<b>Title:</b>
<b>Home Address:</b>	
<b>Home Phone:</b>	<b>Business Email:</b>

Please complete all pages of this application.



**Business Tax Division**  
 stpete.org/businessstax  
 license@stpete.org  
 One 4th St. N.  
 727-893-7241

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## STATEMENT OF EXEMPTION FROM THE FICTITIOUS NAME ACT

Exemptions are limited to reasons in Florida Statute §865.09. This statement is a requirement of Florida Statute §205 as a prerequisite to receiving a business tax receipt. If you do not qualify for one of these exemptions, you must have or obtain a current fictitious name registration issued by the Florida Div. of Corporations.

Checking the appropriate exemption certifies that compliance with the Fictitious Name Act **IS NOT REQUIRED** because:

I am using only my own name.

I am an attorney and will practice law in Florida.

I am certified with the Florida Department of Business and Professional Regulation to practice this activity.

The application is for a corporation which has a certificate of authority to transact business in the state of Florida pursuant to chapter 607, the "Florida Business Corporation Act," or chapter 617, the "Florida Not for Profit Corporation Act."

**I am using a fictitious name.** (If this is the case, return a copy of your fictitious name registration State of Florida, Department of State. If you have questions about fictitious name registrations, please contact them at 850-245-6000).

## EXEMPTIONS

Depending on the business conducted, you may be entitled to a tax exemption. Please indicate below if you are one of the following: legally blind, disabled and unable to perform manual labor, a veteran of the U.S. Armed Forces, a spouse of a veteran, a spouse of an active duty U.S. armed forces service member, 65 years of age or over, or are currently receiving public assistance.

**Indicate possible category:** (all exemption claims must be supported by written evidence and are subject to review by the Business Tax Division for compliance with Florida Statutes, Chapter 205)

Except as otherwise provided by law, information submitted to us is public record. Information on this application may be provided to government agencies such as the St. Petersburg Police Department, and the Florida Department of Revenue.

## HOME OCCUPATION

### St. Petersburg City Code – Chapter 16, Land Development Regulations:

**16.50.180.3 Establishment:** Home occupation is a business which is an accessory use to a single or multi-family dwelling unit where a residence is the principal use of the property, and which has obtained a business tax receipt.

Home occupation must comply with regulation set forth in Florida Statute §559.955 and City Code 16.50.180. (As amended).

For questions related to location specific requirements for parking, outdoor display, and size of structures please contact our Zoning Department at 727-893-7471.

### Some General Requirements:

1. The employees of the business who work at the residential dwelling must also reside in the residential dwelling, except that up to a total of two employees or independent contractors who do not reside at the residential dwelling may work at the business. The business may have additional remote employees that do not work at the residential dwelling
2. Home occupations which create noise not usual to a residential district or which involve the use of power tools are prohibited between the hours of 7 p.m. and 9 a.m. Doors and windows of the principal or accessory structure shall be closed when such noise is created, or power tools are in use.

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## DECLARATION

The information on this application is correct. I understand that St. Petersburg City Code makes it unlawful to apply for a business tax receipt based on false information. Any person who provides false information in the application process may be prosecuted for an ordinance violation, and is subject to the penalties provided in Section 1-7, St. Petersburg City Code.

“Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.”

<b>Applicant's Signature:</b>	<b>Date:</b>
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## SUBMISSION OPTIONS

**EMAIL TO:** [license@stpete.org](mailto:license@stpete.org)

**MAIL TO:** City of St. Petersburg  
Business Tax Division  
P.O. Box 2842  
St. Petersburg, FL 33731

**DELIVER TO:** City of St. Petersburg  
Business Tax Division  
One 4th St. N.  
St. Petersburg, FL 33701