



F L O R I D A

Revised: June 2023

HOME LOCAL BUSINESS TAX CHECK LIST

1065 Ridgewood Avenue, Holly Hill, Florida 32117-2807
Phone:(386) 248-9433 – Email: permitdesk@hollyhillfl.org

HOME LOCAL BUSINESS TAX CHECKLIST

The following is a checklist of paperwork that may be needed for us to complete your licensing process. If you have any questions regarding these, please call our office.

1. Proof of Incorporation or LLC, if applicable, Certificate or Articles of Corporation.
2. Fictitious Name Registration – If you are NOT using your legal name in the title of the business.
3. Copy of State License, Registration or Certificate (depending on occupation)
4. Copy of Driver's License or other Picture ID
5. Signed & Notarized Landlord Tenant Affidavit (if you are not the owner of record)
6. Proof of Exemption - if applicable

ALL BUSINESSES MUST obtain a Volusia County Business Tax Receipt after receiving your Holly Hill Business Tax paperwork in the mail.

Incorporation, Limited Liability Corporation or Fictitious Name Registration can be obtain from the Secretary of States website: www.sunbiz.org

This can be obtained at their website: <http://www.volusia.org/revenue/BTRHelp/New.htm>



**HOME LOCAL BUSINESS TAX
APPLICATION**

1065 Ridgewood Avenue, Holly Hill, Florida 32117-2807
Phone:(386) 248-9433 – Email: permitdesk@hollyhillfl.org

Business Name _____

Owner's Name _____

Home Address _____ Phone # _____

Mailing Address (If Different) _____

State License (If Applicable) _____ E-Mail Address: _____

Federal Employer ID Number or Social Security # _____

Type of Business (Describe in Detail) _____

CERTIFICATE: I certify that the information contained herein is true and correct to the best of my knowledge and belief. I understand that if any portion is false or misrepresented, such fact may constitute a criminal violation of City Code, and cause for immediate revocation of any license issued to me. If any refund is due, please note that the **application fee is non-refundable**. I further understand that if I engage in a business under a fictitious name, I must comply with the “Fictitious Name Statute”, Section 865.09, Florida Statutes.

Signature _____ Date _____

OFFICE USE ONLY

Zoning _____ Date _____ Official Signature _____

Comments _____

LICENSE #: _____

Application & License Fee (non-refundable) \$86.15

***Per Holly Hill Code of Ordinances - Home BTR's are only allowed in the following Zoning District's:
R-1, R-2, R-3, R-4, R-4A, R-5 – By Special Exception Only in R-9***

AFFIDAVIT OF INTENT

I, the undersigned am applying for a City of Holly Hill Local Business Tax for a business at a location which is now my residence in the City of Holly Hill.

1. The business employees who work at the residential dwelling must also reside in the residential dwelling, except that up to two employees or independent contractors who do not reside at the residential dwelling may work at the business.
2. The use of the dwelling unit for the home occupational shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than twenty-five (25%) percent of the floor area of the dwelling unit shall be used in conduct of the home occupation.
3. The activities of the home-based business must be secondary to the property's use as a residential dwelling.
4. Parking related to the business activities of the home based business must comply with local zoning requirements. **The business may not generate a need for parking greater in volume than a similar residence where no business is conducted.** Local governments may regulate the parking or storage of heavy equipment at the business which is visible from the street.
5. **No traffic shall be generated by such home occupational in greater volumes than would normally be expected in a residential neighborhood,** and any need for parking generated by the conduct of such home occupational shall be met off the street and other than in a required front yard.
6. All business activities must comply with any relevant local or state regulations concerning signage and equipment or processes that create noise, vibration, heat, smoke, dust, glare, fumes, or noxious odors. However, such regulations on a business, absent signage, may not be more stringent than those that apply to a residence where no business is conducted.
7. As viewed from the street, **the residential property must be consistent with the uses of the residential areas surrounding the property.** Any external modifications to a home-based business must conform to the residential character and architectural aesthetics of the neighborhood. The home-based business may not conduct retail transactions at a structure other than the residential dwelling; however, incidental business uses and activities may be conducted at the residential property.

PARKING & STORAGE OF COMMERCIAL VEHICLES SHALL COMPLY WITH CURRENT CITY CODES

Applicant's Signature

Date

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me, by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 20____, by _____, who is personally known to me or produced _____ as identification.

NOTARY PUBLIC, STATE OF FLORIDA

Notary Signature

Printed Name

Commission No.: _____
My Commission Expires: _____



Landlord/Tenant Affidavit (Home BTR)

I _____ do hereby authorize my tenant
Owner/Authorized Agent

_____ to obtain a home based

Business Tax Receipt (FKA occupational license) at my property located at:

Subject Property

Owner Signature OR Authorized Agent

STATE OF FLORIDA
COUNTY OF VOLUSIA

Sworn to (or affirmed) and subscribed before me, by means of ☐ physical presence or ☐ online notarization, this
____ day of _____, 20____, by _____, who is personally known to me or produced
_____ as identification and did/did not take an oath.

NOTARY PUBLIC, STATE OF FLORIDA

Notary Signature

Printed Name

Commission No.: _____
My Commission Expires: _____