



Home Occupations

Application for a Home Business or a Home Office

(PLEASE READ THE ATTACHED REQUIREMENTS BEFORE SUBMITTING AN APPLICATION)

Intent
Home occupations are business operations conducted as an accessory use to residential dwelling units where such units are permitted by right or as conditional use in accordance with Article 2 of the Land Development Code.

Home Occupation Types
Home occupations are classified as either Home Businesses or Home Offices and are generally described as follows:

I. Home Businesses:

- (a) Personal consultation or service.
Examples: Barber, beautician, massage therapist, Dietician/nutritionist, custom home builder, architect, financial planner, music teacher.
- (b) Limited production and sale of art objects.
Examples: Painter, potter, sculptor, photographer.
- (c) Small item repair/service.
Examples: Watch/clock repair, gunsmith, computer repair.
- (d) Clothing services.
Examples: Tailor, dressmaker, clothing alterations, sewing.

II. Home Offices:

- (a) Production of intellectual property.
Examples: Freelance writer, scriptwriter, commercial artist.
- (b) Computer or online services.
Examples: Website designer, graphic designer, software developer, online sales.
- (c) Office operations.
Examples: Bookkeeping, payroll, purchasing.

For a complete listing of the requirements, please refer to Section 5.10 of the Land Development Code available online at: <http://www.lakelandgov.net/commdev/zoning>

Application Submission

Return one copy of this completed application to:

City of Lakeland
Community Development Department
228 S. Massachusetts Avenue
Lakeland, Florida 33801
Phone (863) 834-6011

APPLICANT INFORMATION

NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____

PROPERTY INFORMATION

PROPERTY ADDRESS: _____

IS THE PROPERTY AT THIS ADDRESS YOUR LEGAL RESIDENCE? YES NO

SQUARE FOOTAGE PROPOSED TO BE USED FOR BUSINESS PURPOSES: _____

WILL ANY BUSINESS ACTIVITIES TAKE PLACE WITHIN AN ACCESSORY STRUCTURE? YES NO

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NAME OF BUSINESS: _____

PLEASE DESCRIBE YOUR BUSINESS: _____

WILL THERE BE ANY EMPLOYEES? YES NO IF YES, HOW MANY? _____

HOW MANY CLIENTS, CUSTOMERS OR BUSINESS ASSOCIATES WILL BE PRESENT ON THE PREMISES AT ANY ONE TIME? _____

WILL ANY ITEMS BE MADE AVAILABLE FOR SALE TO THE GENERAL PUBLIC? YES NO

IF YES, PLEASE PROVIDE A DETAILED DESCRIPTION OF THE ITEMS THAT WILL BE SOLD: _____

WILL ANY ITEMS BE PRODUCED ON-SITE? YES NO

IF YES, PLEASE DESCRIBE THE ITEMS AND HOW THEY WILL BE PRODUCED: _____

PLEASE NOTE: ALL BUSINESSES LOCATED AND/OR OPERATING WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKELAND ARE REQUIRED TO PAY AN ANNUAL BUSINESS TAX. TO APPLY FOR A BUSINESS TAX RECEIPT, PLEASE CONTACT THE BUSINESS TAX OFFICE AT (863) 834-6025.

I certify that I have read the attached requirements for Home Occupations and certify that the information contained in this application is true and correct to the best of my knowledge at the time of submission.

SIGNATURE OF APPLICANT: _____ DATE: _____

FOR STAFF USE ONLY

Zoning: _____ Existing Use of Property: _____

Square Footage of Proposed Use _____ Percentage of Floor Area _____

Approved By: _____ Date: _____

Building Permit Requirements
In addition to this Application, a building permit may be required from the Building Inspection Division for any interior or exterior alterations to the residence, including, but not limited to, electrical, mechanical, plumbing, new construction and/or demolition work.

Requirements for Home Occupations

GENERAL REQUIREMENTS FOR ALL HOME OCCUPATIONS:

- ONLY THE PERSON OR PERSONS MAINTAINING THE DWELLING AS THEIR PRIMARY PLACE OF RESIDENCE MAY OPERATE A HOME OCCUPATION.
- A HOME OCCUPATION MAY ONLY OPERATE WITHIN A COMPLETELY ENCLOSED STRUCTURE. A HOME OCCUPATION MAY TAKE PLACE IN THE DWELLING BUT SHALL NOT OCCUPY MORE THAN 25% OF THE FLOOR AREA OF THE STRUCTURE OR 530 SQUARE FEET, WHICHEVER IS LESS. A HOME OCCUPATION MAY TAKE PLACE IN A DETACHED ACCESSORY STRUCTURE BUT IN NO CASE SHALL THE TOTAL AREA OF THE OCCUPATION OCCUPY MORE THAN 530 SQUARE FEET ON ANY ONE BUILDING-LOT.
- NO EXTERNAL ADVERTISING, EXTERNAL DISPLAY OF GOODS, OR ANY OTHER EXTERNAL EVIDENCE OF ANY HOME OCCUPATION, IS ALLOWED EXCEPT FOR SIGNAGE IN ACCORDANCE WITH SECTION 4.9 OF THE LAND DEVELOPMENT CODE.
- THE OUTDOOR STORAGE OF GOODS OR MATERIALS IS PROHIBITED.
- NO SUBSTANCES OR MATERIALS MAY BE STORED OR USED EXCEPT AS THEY WOULD, IN SUCH QUANTITY, BE NORMAL AND ACCEPTABLE IN A RESIDENTIAL SETTING.
- HOME OCCUPATION ACTIVITIES MAY NOT RESULT IN ANY CONTINUOUS, INTERMITTENT, PULSATING OR OTHER NOISE OR VIBRATION THAT CAN BE DETECTED BY A NORMAL PERSON OFF THE PREMISES.
- HOME OCCUPATIONS ARE SUBJECT TO THE REQUIREMENTS PERTAINING TO THE PARKING OF COMMERCIAL VEHICLES IN RESIDENTIAL DISTRICTS.

SPECIFIC REQUIREMENTS FOR HOME BUSINESSES:

- NOT MORE THAN TWO CLIENTS, CUSTOMERS OR BUSINESS ASSOCIATES MAY BE PRESENT ON THE PREMISES AT ANY ONE TIME.
- OVER-THE-COUNTER SALES OF MERCHANDISE IS LIMITED TO:
 1. ITEMS INCIDENTAL TO A PERMITTED SERVICE. EXAMPLE: HAIRCARE PRODUCTS, SOLD BY A BARBER OR BEAUTY SALON.
 2. ART OBJECTS OR SMALL SPECIALTY ITEMS MADE ON THE PREMISES.
- HOURS OF OPERATION MAY NOT BE EARLIER THAN 8 AM OR LATER THAN 9 PM.

SPECIFIC REQUIREMENTS FOR HOME OFFICES:

- NO CUSTOMER OR BUSINESS TRAFFIC TO THE PREMISES IS ALLOWED OTHER THAN OCCASIONAL DELIVERIES AS WOULD BE NORMAL IN A RESIDENTIAL SETTING.
- OVER-THE-COUNTER SALES OF MERCHANDISE IS PROHIBITED.
- A HOME OFFICE MAY INVOLVE THE OFFICE OPERATIONS OF A BUSINESS HAVING NON-OFFICE OPERATIONS THAT ARE CONDUCTED ELSEWHERE. IN SUCH CASES, THE HOME OFFICE MAY BE THE ADDRESS OF THE BUSINESS IF OTHERWISE PERMITTED BY LAW.

PROHIBITED HOME OCCUPATIONS

THE FOLLOWING ARE EXAMPLES OF USES THAT ARE PROHIBITED AS HOME OCCUPATIONS:

- ADULT USES
- MOTOR VEHICLE SALES, RENTAL, SERVICE OR REPAIR
- SMALL ENGINE SALES, SERVICE OR REPAIR
- APPLIANCE SALES, SERVICE OR REPAIR
- MACHINING, WELDING OR WORKING OF METAL
- WOODWORKING
- SALE OR PREPARATION OF FOOD ITEMS
- TATTOOING OR BODY PIERCING

THE DIRECTOR OF COMMUNITY DEVELOPMENT MAY PROHIBIT OTHER USES NOT SPECIFICALLY LISTED IF HE FINDS THAT THE EXTERNAL IMPACTS OF SUCH USE OR USES ARE DETRIMENTAL TO THE QUIET ENJOYMENT OF THE RESIDENTIAL DISTRICT.