



121 SW FLAGLER AVENUE
STUART, FLORIDA 34994

TEL: 772.288.5319
FAX: 772.600.1280

HOME BASED APPLICATION CHECKLIST

Please provide all required information

Applicant's Name:

_____ / _____
Phone No.

Contact Name (if different than Applicant's)

_____ / _____
Phone No.

- Home Affidavit (See Sec. 2.06.10 of the Stuart Land Development Regulations)
- Completed Local Business Tax Application
- Are you transferring the location of your business within the City of Stuart?
(If so, you must surrender your current Local Business Tax Receipt)
- Copy of identification with your date of birth *(Driver's License, Passport or State ID)*

Please provide the following, if applicable (See "FAQs" for more info):

- Copy of Articles of Incorporation *(See FAQ #5)*
- Copy of State of Florida Registered Fictitious Name *(See FAQ #5)*
- Copy of Florida Sales Tax Number with correct business address *(See FAQ #6)*
- Copy of Employer Identification Number (EIN) document with the correct business/corporation name
(See FAQ #7)
- Copy of State License *(See FAQ #8)*



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HOME AFFIDAVIT

Please print clearly and provide all required information

Applicant's Name: Phone #:
Address: Stuart, FL ZIP:

Parcel ID #: 0000

- Single Family Residence
Apartment/Condo
Owned
Leased*

*If leased: Property Owner's Name:
Address: City: ST: ZIP:

For Condo Owners or Tenants: (Please Print)
As property manager/owner of the property above, I, give permission to the owner/tenant, to operate a home based business in accordance with Sec. 2.06.10 of the Stuart Land Development Regulations.
Signature of Property Manager/Owner Date

PLEASE EXPLAIN IN DETAIL BELOW THE EXACT NATURE OF YOUR HOME OCCUPATION, INCLUDING THE TASKS YOU WILL PERFORM IN AND AWAY FROM YOUR HOME:

APPLICANT

I certify that the information contained herein is true and correct. I understand that if any portion is false or misrepresented, it may be cause for immediate revocation of Zoning approval. I also agree to obey all of the restrictions as set forth in Sec. 2.06.10 of the Stuart Land Development Regulations, and understand that if I am found in violation of said restrictions, the City of Stuart has the right to revoke my Local Business Tax Receipt.

Signature of Applicant Date

NOTARY (Notarization Required for Applicant)

Sworn and subscribed to me this day of, 20, who is personally known to me or has produced a Florida Driver's License # as identification and who did/did not take an oath.

SEAL

Notary Public Signature



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STUART LAND DEVELOPMENT REGULATIONS

Sec. 2.06.10. Home Occupations

Sec. 2.06.10. Home Occupations.

A. **Standards.** The following specific standards shall apply to all home occupations:

- (1) No person shall be employed other than members of the family residing on the premises.
- (2) The use of the dwelling unit for the home occupation shall be clearly incidental and secondary to the residential use and shall under no circumstances change the residential character of the dwelling.
- (3) The floor area dedicated to the home occupation shall not exceed 25 percent of the floor area of the dwelling unit.
- (4) No building or yard space other than the principal building shall be used for home occupation purposes. There shall be no on-site, indoor or outside display or storage of materials or supplies.
- (5) There shall be no change in the outside appearance of the building or premises as a result of such occupation.
- (6) No signage of any kind may be displayed.
- (7) No home occupation shall be conducted in any accessory building.
- (8) Advertisements for the business shall not state the residential address, only the phone number.
- (9) There shall be no use of utilities or community facilities beyond that normal to the use of the property for residential purposes.
- (10) No equipment shall be used in the home occupation which creates fire hazards, electrical interference, noise, vibration, glare, fumes, odors, detectable to the normal senses outside the dwelling unit. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.
- (11) No commodity shall be sold on the premises nor displayed or warehoused on the premises for sale elsewhere.
- (12) No commercial vehicle may be parked or stored on-site for use in conjunction with the home occupation.
- (13) The home occupation shall not generate pedestrian or vehicular traffic in greater volume than would normally be expected to the home.
- (14) The use can qualify for all local, state and federal licenses, certificates and permits.
- (15) Any violation of these regulations may result in the revocation of any home Local Business Tax Receipt, in addition to any other remedy for such violation provided in the City's Code.
- (16) The issuance of a Local Business Tax Receipt to engage in a home occupation in accordance with this ordinance shall not be deemed to be a change in zoning nor an official expression of opinion as to the proper zoning for the particular property.



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LOCAL BUSINESS TAX RECEIPT APPLICATION

Please print clearly and provide all required information

SECTION I TO BE COMPLETED BY APPLICANT

- | | | |
|---|---|--|
| <input type="checkbox"/> New Business | <input type="checkbox"/> Business Name Change | <input type="checkbox"/> Additional Category |
| <input type="checkbox"/> Individual Professional - 1099 | <input type="checkbox"/> Transfer - Location | <input type="checkbox"/> Change of Category |
| <input type="checkbox"/> Individual Professional - Employee | <input type="checkbox"/> Transfer - Owner | |

Business Name : _____ Phone # : _____

Business Address : _____ City : _____ ST : _____ ZIP : _____

Mailing Address (if different than above) : _____

Fax # : _____ Email : _____

Parcel ID # : _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ 0 0 0 0

Sales Tax # : _____ EIN : _____ State License # : _____

# of Employees/Working Owners	<input type="text"/>	# of Onsite Parking Spaces	<input type="text"/>	# of Restaurant Seats	<input type="text"/>
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PROVIDE AFTER HOURS EMERGENCY CONTACT INFO

Name: _____ Ph # _____

Applicant's Name : _____ Phone # : _____

Home Address : _____ City : _____ ST : _____ ZIP : _____

Email : _____ Driver's License # : _____

The City of Stuart collects your social security number for one or more purposes including: reconciliation of accounts, verification of identity, credit worthiness, billing or payment requirements of third parties, tracking or processing of claims or other submissions, benefit processing, tax or other third party vendor or bank requirements and background search purposes. F.S.119.071(5) as referenced in F.S.205.0535(5)

Social Security # : _____ - _____ - _____

CORPORATIONS/PARTNERSHIPS - PROVIDE THE FOLLOWING INFORMATION

Name : _____ Phone # : _____

Address : _____ Fax # : _____

City : _____ ST : _____ ZIP : _____ Email : _____

CLEARLY STATE THE TYPE OF BUSINESS THAT YOU WILL ENGAGE IN:

APPLICANT

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 Sec. 38-95 and may be just cause for immediate revocation of any Local Business Tax Receipt issued to me. Every Local Business Tax Receipt issued under the provisions of this article shall expire on September 30th of each year.

I further understand that the issuance of a Local Business Tax Receipt to conduct business in the City of Stuart is a privilege, and failure to correct conditions on the premises which are in violation of Section 1-13 of the Stuart Code of Ordinances, may be just cause for immediate revocation of any Local Business Tax Receipt issued to me. You must obtain a Martin County Business Tax Receipt upon receiving your City of Stuart Local Business Tax Receipt.

Applicant's Signature : _____ Date: _____

OFFICE USE ONLY

ZONING APPROVAL : YES <input type="checkbox"/> NO <input type="checkbox"/>	TAX \$
CATEGORY #	FIRE INSPECTION \$
ACCOUNT #	GREASE TRAP \$
BACKFLOW INSPECTION: YES <input type="checkbox"/> NO <input type="checkbox"/>	TOTAL DUE \$

DATE: ____ / ____ / ____



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FREQUENTLY ASKED QUESTIONS

The information below is provided for your assistance

FAQ #1: How do I know if I need a City of Stuart Local Business Tax Receipt?

Answer: Any person who maintains a permanent business location or branch office within the City of Stuart, for the purpose of engaging in or managing any business within its jurisdiction is required to register with the Local Business Tax Division (City of Stuart Code, Sec. 38-61).

FAQ #2: Is it a violation if I do not obtain a Local Business Tax Receipt?

Answer: Yes, it is a violation of the City of Stuart Code of Ordinances, Sec. 38-95, to engage in a business prior to obtaining a Local Business Tax Receipt.

FAQ #3: How much does a City of Stuart Local Business Tax Receipt Cost?

Answer: The cost of a business tax varies, according to the type of service provided. An average tax runs between \$70.00 - \$100.00 (City of Stuart Code, Sec. 38-67).

For the list of State Agencies & Contacts: <http://www.cityofstuart.us/index.php/business-tax>

FAQ #4: Do I need to renew my City of Stuart Local Business Tax Receipt every year?

Answer: Yes, all Local Business Tax Receipts expire each year on September 30th; renewal notices are mailed out on July 1st (City of Stuart Code, Sec. 38-97).

FAQ #5: Do I need to register a Fictitious Name?

Answer: Any person or business doing business under a name other than their full legal name (John Doe) or Corporate Name must register this name with the Florida Department of State, Division of Corporations as a Fictitious Name.

For the list of State Agencies & Contacts: <http://www.cityofstuart.us/index.php/business-tax>

FAQ #6: Do I need to apply for a Sales & Use Tax Certificate?

For the list of State Agencies & Contacts: <http://www.cityofstuart.us/index.php/business-tax>

FAQ #7: Do I need an Employer Identification Number (EIN)?

For the list of State Agencies & Contacts: <http://www.cityofstuart.us/index.php/business-tax>

FAQ #8: Do I need a State License?

Answer: If your business in the City of Stuart, provides a service that is regulated by any State Agency, you must first obtain all required licensure(s) before making application with the City of Stuart Local Business Tax Division.

For the list of State Agencies & Contacts: <http://www.cityofstuart.us/index.php/business-tax>