



HOME BUSINESS TAX RECEIPT (BTR) APPLICATION

Office of the Town Clerk
(321) 727-7764

2725 Malabar Road
Malabar, Fl. 32950-4427

Date Received:	Clerk:
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(Applicant to complete this section – Please type or print legibly)

Applicant' Name:	
Applicant's Social Security Number: (AND/OR)	
Applicant's Federal Employer ID Number:	
Business Owner's Name:	
Telephone Number:	
E-Mail Address:	
Home Address:	
City, State and Zip Code:	
Business Name:	
Mailing Address:	
City, State and Zip Code	

TYPE OF BUSINESS APPLYING FOR (PROVIDE A BRIEF DESCRIPTION OF BUSINESS ACTIVITY)

Hours of Operation:	
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Applicant's Signature:	Date:
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- Do Not Write Below This Line -

Building Official:	This Application is		Is Not		In compliance with Town of Malabar Code.
Approval:				Date Reviewed:	

Special Limitations/ Restrictions assigned by the Town of Malabar:

BTR Class #:		Fee Cost:		BTR # Assigned:	
Date Applicant Contacted:		Date BTR Issued:		Payment Method Used:	



Town of Malabar

Home Based Business Tax Certificate License – Part II

Requirements for Home Based Businesses – Ordinance 2021-10, Section 14-40.2

APPLICANT: PLEASE READ ALL REQUIREMENTS. THEN INITIAL EACH LINE NEXT TO ITEMS 1-8 AND SIGN AT THE BOTTOM ON REVERSE SIDE AS APLICANT. RETURN THE SIGNED COPY WITH YOUR APPLICATION AND REQUIRED ATTACHEMNTS. KEEP THE OTHER COPY AS YOUR REFERENCE.

The following requirements **MUST BE MET IN FULL**:

Section 14-40.2. Home Based Businesses:

Within the RR-65, RS-21, RS-15, RS-10, RM-4, RM-6 and RM-H districts, a home based business shall be regulated through the issuance of a home based Business Tax Receipt. A home occupation shall be subject to all applicable Town Business Tax Receipts and other business taxes. Each applicant shall submit to the Town Clerk a sworn application on a standard form furnished by the Town Clerk with a fee determined by a resolution of the Town Council. The application form shall include but not be limited to the following information:

- Name of applicant;
- Location of residence wherein the home business, if approved, will be conducted;
- A sketch showing the floor plan;
- The days and hours of operation;
- A recent photo of the dwelling showing the entire front yard, all driveways, and carports.

If the information contained therein is in compliance with the provisions or the intent of this section, the Town may, in its discretion, issue a Business Tax Receipt for such home based business.

All home businesses shall comply with the following regulations:

Initial Below	
	1. Place of Operation and Participants: Only members of the family permanently living therein shall participate in the home based business 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 50 additional remote employees that do not work at the residential dwelling.
	2. No Product to be Offered for Sale from an accessory building. Retail transactions may only occur within the residential dwelling. In order to preserve the character, aesthetics, architectural, and the use of the residential property so as to be consistent with the uses of the residential areas that surround the property, there shall be no display of goods visible from any street.
	3. Restriction on Commercial Vehicles. No more commercial vehicles, that can be found at a similar residence without a home based business may be kept on the premise. Commercial vehicles and trailers used in connection with the business must be parked in legal parking spaces that are not located within the right-of-way, or on a sidewalk, or any other unimproved surface at the residence. No parking or storage of heavy equipment at the residence shall be visible from the street or adjacent property. "Heavy Equipment" means commercial industrial or agricultural vehicles, equipment or machinery.
	4. Restriction on Use. The use of the dwelling unit for the home based business shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and shall under no circumstance change the residential character thereof. No home based business shall occupy a residence, exclusive of the area of any open porch or attached garage or similar space not suited or intended for occupation as living quarters, which result in a situation where the home based business becomes the primary use of the property and the residential use is secondary. A list of non-exclusive factors which may be considered are as follows:
	a. Whether homestead tax exemption is maintained on the property;
	b. The number of occupants of the dwelling compared to the number of bedrooms in the dwelling;
	c. Whether the dwelling unit is owner/occupied;
	d. Traffic generated to and from the property exceeds that which greater would normally be expected at a similar residence where no business is conducted;

	e. Whether parking volume at the property exceeds that which greater would normally be expected at a similar residence where no business is conducted;
	f. Whether the use of vehicles or trailers operated or parked at the business or on a street right-of-way, is greater than would normally be expected at a similar residence where no business is conducted.
	5. Appearance of Structure and Signage. Within a rural residential or residential zoning district, there shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home based business and there shall be no signage, other than signage allowed by Florida Statute. There shall be no display that will indicate from the exterior that the building is being utilized for any purpose other than that of a dwelling.
	6. Incidental business uses and activities may be conducted at the property in accessory structures.
	7. Traffic Generation and Off-Street Parking. No traffic shall be generated by such home base business in greater volume than would normally be expected in a residential neighborhood. Parking related to the business activities of a home based business may not be greater in volume than would normally be expected at a similar residence where no business in conducted. The parking of vehicles and trailers shall conform to the parking requirements of the zoning district where the home based business is located. Vehicles and trailer, if so permitted in the applicable zoning district, used in connection with the business must be parked in legal parking spaces that are not located within the right-of-way, on or over a sidewalk, or on any unimproved surfaces at the residence.
	8. Nuisance Impacts Regulated. In addition, no equipment or process shall be used in such home based business which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses of the lot. 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 cause fluctuation in line voltage off the premise.

I hereby swear that the foregoing information given is true and that I have read and understand the requirements of Ordinance 2021-10, Section 14-40.2

Signature of Applicant:		Date:	
Signature of Clerk or Designee:		Date:	