



The Village of North Palm Beach  
Community Development Department  
701 U.S. Highway 1, Suite 100, North Palm Beach, FL 33408  
Phone: (561) 841-3365 • Email: npbcommdev@village-npb.org

## **HOME-BASED BUSINESS TAX RECEIPT CHECKLIST**

### **CHECKLIST**

#### **Required Documents**

- 1) Lease Agreement or Warranty Deed
- 2) Articles of Incorporation / Partnership Paper / LLC Papers
- 3) Copy of driver's license
- 4) Payment must be made at the time of submittal

#### **'If applicable' Documents to be included *only* if they apply to you**

- 4) Exemption Status 501C (*if applicable*)
- 5) Fictitious Name Registration/DBA filed with State (*if applicable*)
- 6) Authorization Letter from Landlord and/or HOA
  
- 7) From Palm Beach County
  - Palm Beach County Local Business Tax Receipt Application
  
- 8) From State
  - Professional State License from Dept. of Business & Professional Regulation (*required for most professions*)
  - Annual Food Permit
  - State Certification (*as required per business type*)



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## HOME-BASED BUSINESS TAX RECEIPT APPLICATION

APPLICATION TYPE		
<input type="checkbox"/> New Home Based Business	<input type="checkbox"/> Changes <input type="checkbox"/> Location Change <input type="checkbox"/> Business Name Change	Existing Business ID Number

BUSINESS TYPE	
<input type="checkbox"/> Individual (if individual, move on to next section) <input type="checkbox"/> Partnership	<input type="checkbox"/> LLC <input type="checkbox"/> Corporation

BUSINESS INFORMATION			
Business Name			
DBA Name (if applicable)		Fed ID #	
Contact Name		Phone	
Email		Fax	
Address			
PCN #			

**NOTE:** Please be advised that some subdivisions, condominiums, apartment complexes, and mobile home parks may have restrictions relating to the conduct of a business in a residentially zoned area. It is the applicant's responsibility to inquire into said restrictions.

Development (subdivision, condo, etc.)			
Leasing Agent/Owner (if applicable)		Phone	
Number of employees/workers			
Area of room(s) to be utilized for business			
Location address for storage of required equipment, material and supplies (NOTE: Please see Affidavit relative to storage)			

**NOTE:** The application is hereby made for the privilege of engaging in the business, profession, or occupation hereinafter described/designated

DETAILED DESCRIPTION OF BUSINESS	
Days and Hours of Operation	

OWNER INFORMATION			
Owner Name			
Phone		Email	
Address			

OFFICE USE ONLY			
Approved Date		Approved By	
Contingencies/Reasons			
Rejected Date		Rejected By	
Contingencies/Reasons			
Approved Use:		Zoning District	
Comments			



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## HOME-BASED BUSINESS TAX RECEIPT AFFIDAVIT

Before me, the undersigned authority, \_\_\_\_\_,  
(Print name here)

personally appeared and upon oath deposes and states:

1. Affiant is an applicant and a permanently domiciled resident for a Business Tax Receipt for a Home-based Business within the Village of North Palm Beach.
2. Affiant has read and understands the standards and conditions set forth in Village Ordinance 17-3.
3. Affiant understands and acknowledges that storage of commercial vehicles must not be visible from street or neighboring property at a Home-based Business.
4. Affiant hereby acknowledges that a departure from the standards and conditions of Village Ordinance 17-3 may result in suspension or termination of the Business Tax Receipt; and

The Village shall have the right to reasonably inspect the premises upon which the Home-based Business is conducted to ensure compliance with the foregoing standards and conditions, and to investigate complaints, if any, from neighbors.

AFFIANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

[ NOTARY STAMP ]

**State of Florida, County of** \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, (Affiant) who is personally known to me \_\_\_\_\_ produced identification \_\_\_\_\_.

Type of Identification produced \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary



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## **VILLAGE CODE OF ORDINANCES**

### **SECTION 17-3. “HOME OCCUPATIONS”**

#### **Sec. 17-3. – Home-based businesses.**

A business that operates from a residential property is permitted. A business is considered a home-based business if it operates, in whole or in part, from a residential property and meets the following standards:

- (a) 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 who do not work at the residential dwelling.
- (b) Parking for the home-based business must comply with the provisions of article II, chapter 18 of the village code. Additionally, the need for parking generated by the business may not be greater in volume than would normally be expected at a similar residence where no business is conducted, and 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, on or over a sidewalk, or on any unimproved surfaces at the residence.
- (c) Parking or storage of heavy equipment at the home-based business shall not be visible from the street or neighboring property. For the purposes of this subsection, “heavy equipment” means commercial, industrial, or agricultural vehicles, equipment, or machinery.
- (d) External modifications made to a residential dwelling to accommodate a home-based business must conform to the residential character and architectural aesthetics of the neighborhood. As viewed from the street, the use of the residential dwelling shall be consistent with the uses of the residential areas that surround the property.
- (e) 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.
- (f) The activities of the home-based business shall be secondary to the property’s use as a residential dwelling.



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- (g) To that extent not inconsistent with the requirements of this section, all business uses and activities must comply with all village code standards and requirements, including the applicable noise regulations, and with the standards for permitted uses and structures for the zoning district in which the home-based business exists.
- (h) All business activities shall comply with any relevant local, state, and federal regulations with respect to the use, storage, or disposal of any corrosive, combustible, or other hazardous or flammable materials or liquids.
- (i) Transient accommodations are not permitted as a home-based business except as expressly provided elsewhere in the village code.