

TOWN OF LAKE PARK  
535 Park Avenue  
Lake Park, Florida 33403  
Phone (561) 881-3318  
Fax (561) 881-3323

# Zoning Certificate



FOR HOME LOCATIONS ONLY

A **NON-REFUNDABLE** ADMINISTRATIVE FEE OF \$125.00 AND ZONING INSPECTION FEE OF \$50 IS DUE AT TIME OF SUBMITTAL (TOTAL = \$175). APPLICANT HAS 60 DAYS TO COMPLETE PROCESS OR YOU WILL BE REQUIRED TO RESUBMIT THE REQUEST. A LETTER SHALL BE SUBMITTED IN EXCEPTIONAL CIRCUMSTANCES AND PERMISSION GRANTED BY DIRECTOR. BUSINESSES OPERATING IN VIOLATION OF THE TOWN CODE OF ORDINANCES WILL BE SUBJECT TO ENFORCEMENT ACTIONS.

DATE: \_\_\_\_\_ HOME LOCATION \_\_\_\_\_

(Not applicable for businesses located out of Town)

## Home Business Information:

New Home Business       Name Change       Location Transfer

E-Mail Address: \_\_\_\_\_ (required to receive Town e-mail updates)

Name of HOME Business: \_\_\_\_\_

Name of HOME Business Owner: \_\_\_\_\_

Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

HOME Business Telephone: \_\_\_\_\_ Business Website Address: \_\_\_\_\_

## Property Owner:

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner E-Mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

## Business Details:

Type of HOME Business Proposed: \_\_\_\_\_

\_\_\_\_\_

EXPLAIN OPERATION IN DETAIL: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Unit/Dwelling Size (Sq. ft.): \_\_\_\_\_ Area Used for Home Occupation (Sq. Ft.): \_\_\_\_\_

## Please provide each of the following, if applicable:

- Fictitious Name Registration or proof of exemption
- Corporation Registration/Articles of Incorporation/LLC
- State Business or Professional License(s), if applicable

**FOR OFFICIAL USE ONLY  
TO BE COMPLETED BY STAFF**

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**ZONING APPROVALS**

Initial Zoning Use:    Approved     N/A     Date \_\_\_\_\_    Init \_\_\_\_\_

Zoning District: \_\_\_\_\_    Section Citation: \_\_\_\_\_

Use: \_\_\_\_\_

Description: \_\_\_\_\_

Additional Zoning  
Conditions: \_\_\_\_\_

**Public Works/Sanitation**    Approved     N/A     Date \_\_\_\_\_    Init \_\_\_\_\_

**INSPECTIONS \***

***\* Units must be set up and ready for inspection prior to inspections being scheduled – ALL inspections must be scheduled at least 24 hours in advance\****

Palm Beach County Fire-Rescue  
(billed separately through PBCFR)    Approved     N/A     Date \_\_\_\_\_    Init \_\_\_\_\_

Zoning  
(included within Application Fee)    Approved     N/A     Date \_\_\_\_\_    Init \_\_\_\_\_

(To include landscaping, parking, height, setbacks, as applicable)

IF additional approvals are required, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Community Development Zoning Certificate Approval**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***\*A copy of the completed Zoning Certificate Application will be e-mailed to Applicant\****

*Version: 07/24/2018. All previous versions are obsolete*

**HOME BUSINESS AFFIDAVIT**

I, \_\_\_\_\_, on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ hereby solemnly swear that I have received, read, and understood Section 78-151 and 78-152 of the Lake Park Code of Ordinances. I also hereby solemnly swear that my home will be used for administrative work only and the address will not be advertised in the telephone book nor in any other media. I also agree, if need be, to allow Town Code Enforcement Officers and Building Inspectors to inspect the area of my residence for the home occupation described herein, provided Town staff first makes an appointment with me for inspection.

I understand that failure to comply with these regulations is a violation of the Town of Lake Park Code of Ordinances and is subject to the Town’s compliance procedure.

\_\_\_\_\_  
Signature

STATE OF FLORIDA  
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ By \_\_\_\_\_ (“applicant”) who is personally known to me or who has produced \_\_\_\_\_ as identification and who did not take an oath.

(SEAL)

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Name in Block Letters

\_\_\_\_\_  
Date

**TENANT CONFIRMATION LETTER FOR HOME OCCUPATION**  
APPLICATION FOR THE TOWN OF LAKE PARK, 535 PARK AVENUE, 33403

To the attention of the Community Development Department

I, \_\_\_\_\_ (“Property Owner”), authorize  
\_\_\_\_\_ (“Applicant”), to operate a business out of his/her home, as outlined

In the Zoning Certificate of the Home Occupation. The address of the business is

\_\_\_\_\_

\_\_\_\_\_  
Signature

STATE OF FLORIDA  
PALM BEACH COUNTY

SWORN TO OR AFFIRMED before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

By \_\_\_\_\_ ( ) who has produced as identification  
( ) whom I know personally

\_\_\_\_\_  
Notary Public



**ANNE M. GANNON**  
**CONSTITUTIONAL TAX COLLECTOR**  
*Serving Palm Beach County*  
 www.taxcollectorpbc.com

[County Ordinance 72-1 and FS 205.0535(5)]  
 No business tax receipt shall be issued until applicable county and state laws are complied with including, but not limited to, building, zoning, construction industry licensing, fire control and health.



**Application For Palm Beach County Local Business Tax Receipt**

**BUSINESS INFORMATION** (To be completed by applicant):

**\*\*Instructions & checklist on reverse side\*\***

Check Applicable Box:  New Business  Transfer of Address  Transfer of Ownership  Business Name Change  
 New Business Tax Receipt  Other \_\_\_\_\_

Current Business Tax Receipt # (if applicable): \_\_\_\_\_

Business/DBA/Trade Name: \_\_\_\_\_  
(Division of Corporations requires registration of a fictitious name. Copy of registration must accompany this application)

Corporation / Business Name: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Federal Employer ID #: \_\_\_\_\_ **\*\*OR\*\*** Social Security #: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Date in business at this location: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_

Mailing Address (if different above): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_ **\*\*OR\*\*** Profession: \_\_\_\_\_  
(Landscaper, Cleaning Service, etc.) (Doctor, Lawyer, etc.)

Maximum Number of: Employees: \_\_\_\_\_ Machines \_\_\_\_\_ Rooms: \_\_\_\_\_ Restaurant seating: \_\_\_\_\_

Were you issued a Notice of Non-Compliance? Yes \_\_\_\_\_ No \_\_\_\_\_

**I certify, under penalty of law, that the above information is true and correct, and I understand that any false statements could result in penalties as provided by law.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
(Agent, Owner, Rep.)

**PLEASE NOTE: ZONING APPROVAL MUST BE COMPLETED PRIOR TO APPLICATION SUBMITTAL \*\* See reverse side for details on zoning\*\***

Municipal/City Zoning Approval: \_\_\_\_\_ Title: \_\_\_\_\_

**\*\*OR\*\*** Unincorporated Zoning Approval/  
 Planning Zoning & Building Approval: \_\_\_\_\_ Title: \_\_\_\_\_

PZ&B - Place initials in box if approval from department is required\*\*\* Regulator Signature required on line, when approval has been meet \*\*\*

<input type="checkbox"/> Zoning (U No.) _____	<input type="checkbox"/> Fire Marshall _____
<input type="checkbox"/> Compliance _____	<input type="checkbox"/> Health Department _____
<input type="checkbox"/> Building _____	<input type="checkbox"/> Hotel & Restaurant _____
<input type="checkbox"/> NAICS Code _____	<input type="checkbox"/> Prior Use of Bay/Bldg. _____
<input type="checkbox"/> Other _____	<input type="checkbox"/> Cnty Home Based Affidavit _____

**FOR TCO OFFICE USE ONLY** (Signature and title designates approval)

LBTR#/Account #: \_\_\_\_\_ Branch Office: \_\_\_\_\_

Title number: \_\_\_\_\_ State/County License Cert #: \_\_\_\_\_

NAICS Code: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Cust. Relations Guide/ CRA: \_\_\_\_\_

Date: \_\_\_\_\_ Field Service Approval: \_\_\_\_\_

TOTAL FEE DUE : \$ \_\_\_\_\_

CURRENT YR   
 1 YR   
 2 YR   
 3 YR   
 4 YR   
 5 YR





## Application Requirement Guide for Local Business Tax Receipt

### APPLICATION REQUIREMENT GUIDE (CHECKLIST)

\*\*Please complete application on reverse side.\*\*

- COMPLETE APPLICATION** (first box on reverse side)
- ATTACH A COPY OF FICTITIOUS NAME REGISTRATION** (if applicable): [www.sunbiz.org](http://www.sunbiz.org)
- OBTAIN ZONING APPROVAL** (one of the following):
  - Municipal/City Business Tax Receipt (If business is located within city limits, submit this application to the city for zoning approval). \*\*OR\*\*
  - Unincorporated - Palm Beach County Zoning Approval (If business is located in unincorporated Palm Beach County) submit this application to Palm Beach County Planning, Zoning & Building for approval [2300 N. Jog Rd. West Palm Beach-Vista Center 561-233-5200].
- COPIES OF STATE OR COUNTY CERTIFICATIONS/LICENSE** (if applicable):
  - Dept. of Business and Professional Regulation (850-487-1395)
  - Child Care Facilities must be registered by Palm Beach County Dept. of Health (561-840-4500)
  - State of Florida Dept. of Health (850-488-0595)
  - Certified Contractors must be licensed by Palm Beach County Construction Industry Licensing Board (561-233-5525) or Department of Business and Professional Regulation (850-487-1395)
  - State of Florida, Dept. of Agriculture and Consumer Services (800-435-7352) for food outlets, auto repair, health and dance studios, telemarketers and travel agencies must provide permit, registration or exemption.
  - Restaurateurs and mobile food unit operators must provide a copy of approved inspection report from the Division of Hotel & Restaurants (850-487-1395) or obtain an authorizing signature on the application (reverse side).
  - Banks, mortgage brokers, finance companies, and stockbrokers must be registered with the State of Florida Office of Financial Regulation (850-410-9805).

NOTE: Price quotes are only valid if received and posted in the Tax Collector's computer system within the same month of quote.

**Palm Beach County Local Business Tax Receipt is in addition to, not in lieu of, any license required by law or municipal ordinance (County Ordinance 72-7).**

Further information can be obtained by calling (561) 355-2272 or visiting our website: [www.taxcollectorpbc.com](http://www.taxcollectorpbc.com)

**Mail completed application to:** Palm Beach County Tax Collector  
Attn: Business Tax Department  
P.O. Box 3353  
West Palm Beach, FL 33402-3353

**\*\*OR\*\***

**Visit one of our locations with the completed application:** (Monday - Friday 8:15 am to 5:00 pm)

**Belle Glade Service Center**  
PBC Glades Office Building  
2976 State Road 15  
Belle Glade, FL

**Lake Worth Service Center**  
3551 South Military Trail  
Lake Worth, FL

**Royal Palm Beach Service Center**  
200 Civic Center Way  
Royal Palm Beach, FL

**Delray Beach/South County Service Center**  
501 South Congress Ave  
Delray Beach, FL

**Palm Beach Gardens/NE County Courthouse Service Center**  
3188 PGA Blvd  
Palm Beach Gardens, FL

**West Palm Beach/Downtown Service Center**  
301 North Olive Avenue  
West Palm Beach, FL



## Sec. 78-151. - Home occupations.

- (a) *Definition, use limitations.* As used in this section, the term "home occupations" shall mean a business, profession, or trade conducted for gain or support entirely within a main residential building subject to the following use limitations:
- (1) No outside help shall be used for purpose of engaging in such home occupation.
  - (2) No commodities except those incidental to said home occupation shall be sold or displayed on the premises.
  - (3) No chemical, electrical or mechanical equipment shall be used except that which is normally used for purely domestic or household purposes.
  - (4) No external evidence or sign that the dwelling is being used for the home occupation shall be allowed, except as required by state licensing law and no such sign shall exceed 24 square inches of the total area, nor shall said sign be illuminated, and said sign shall be affixed to the front of the resident's building.
  - (5) The activity involved shall not noticeably detract from the outward residential character of the neighborhood.
  - (6) There shall not be any type of public nuisance as a result of this minor business activity on the resident's property.
  - (7) Any equipment shall be stored inside an enclosed shelter, shed or garage.
  - (8) There shall be no vehicles over the size of a pickup truck or van parked at the residence.
  - (9) No personal physical service shall be performed unless licensed by the state.
  - (10) The area devoted to the home occupation shall not be the dominant use and in no case shall the area exceed ten percent of the total square footage of building area.
  - (11) Audible evidence of the activity should not be present off the real property line before 9:00 a. m. or after 10:00 p.m.
- (b) *Particular home occupations permitted:* Customary home occupations include, but are not limited to, the following list of occupations, provided, however, that each listed occupation is subject to the requirements of subsection (a) of this section:
- (1) Dressmakers, seamstresses, and tailors.
  - (2) Music teachers and tutors, provided that instruction shall be limited to not more than five pupils at a time.
  - (3) Drama instructors, provided that instruction shall be limited to not more than five pupils at one time.
  - (4) Artists, sculptors, and authors or composers.
  - (5) Offices for architects, engineers, lawyers, real estate brokers, insurance agents, and stock brokers.
  - (6) Ministers, rabbis, and priests.
  - (7) Offices for sales representatives, when no exchange of tangible goods is made on the premises and where business is primarily conducted on telephone lines.
  - (8) Day care centers or babysitters caring for not more than five unrelated children.
- (c) *Particular home occupations prohibited:* Permitted home occupations shall not in any event include the following:
- (1) Funeral homes.

- (2) Nursery schools, unless specifically permitted by the town regulations.
- (3) Restaurants.
- (4) Small grocery stores.
- (5) Stables or kennels.
- (6) Tourist homes, unless specifically permitted by the town regulations.
- (7) Renting of trailers or equipment.
- (8) Animal kennels or hospitals.
- (9) Auto and other vehicle repair.
- (10) Barbershops and beauty parlors.
- (11) Services such as small appliance, radio and television repair.

(Ord. No. 14-1987, § 1, 9-16-1987; Ord. No. 26-1990, § 8, 10-31-1990; Code 1978, § 32-96)

### **Sec. 78-152. - Motor vehicle/boat repairs prohibited.**

- (a) *Generally.* Major and minor motor vehicle or boat repairs, including oil changes, adding of oil or lubricants, and installation of new tires, is prohibited in public parking lots or spaces and commercial parking or loading areas, and is declared to be a public nuisance.
- (b) *Posting of notices.* Commercial property owners engaged in the sale of motor vehicle or boat parts, oils or lubricants shall post notices within such property owner's premises in close proximity to checkout counters and exit doors notifying customers of this prohibition and shall post at least two such notices in the premises parking lot. However, by posting a notice the property owner is not relieved of liability under this section if the prohibited repairs occur.
- (c) *Enforcement.* Violations of this section are subject to enforcement through code enforcement action, nuisance abatement action or action for injunctive relief. The property owner, the tenant or the individual performing the repairs may be found to be in violation of this section.

(Ord. No. 4-1999, § I, 2-3-1999; Code 1978, § 32-97)

# **Home Zoning Certificate and Business Tax Receipt (BTR) INSTRUCTIONS:**

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1. Complete and submit the attached Town of Lake Park Zoning Certificate Application and pay the \$175.00 application fee. Wait for a call from the Town indicating your Zoning Use has been approved. (This does not mean that your overall Zoning Certificate has been approved).
  2. Once you are notified that your Zoning Use has been approved, come back to Town Hall to pick-up the Inspection Approval Form which you will need to keep for Step #3 below as well as your Palm Beach County (PBC) Local Business Tax Receipt Application form (keep this with your paperwork as you will later need to submit a copy to the Town) and take it to a local PBC Courthouse in order to obtain a PBC Business Tax Receipt.
  3. Inspection Approval Form. Once your unit is all setup for your proposed business, you will need to schedule the following inspection.
    - a. Call the Town at 561-881-3318 in order to schedule your Zoning Inspection for the next available date. Upon approval, the Zoning Department representative will sign off on your Inspection Approval form. \*The \$50 zoning fee will already be collected with the initial zoning application.\*
- If you pass your inspection, The Inspector will sign off on your Inspection Approval Form (please take note that failed inspection fees may apply). Once you pass your inspection, please move on to Step #4.
4. Complete the attached Town Business Tax Receipt (BTR) Application, gather the following documents and return to Town Hall with the entire packet and a blank check/cash/credit card to process the BTR payment:
    - Inspection Approval Form, signed by the Zoning Inspector
    - Copy of Articles of Incorporation – OR - Registration of Fictitious Name or Exemption (whichever is applicable-see sunbiz.org)
    - Copy of your Palm Beach County Business Tax Receipt
    - Copy of your State of Florida License(if applicable-see Palm Beach County Application)
    - State Food Inspection Report(food establishments only)

**All of the above items must be completed in order for your Business Tax Receipt to be issued.** Upon completion, your application will be processed by the Finance Department and your Town of Lake Park Business Tax Receipt will be sent via U.S. Mail within 7-10 days to the business owner mailing address provided on your application.