



## **Home-Based Business Certificate of Use Application**

City of Lauderhill, Business Tax Division, 5581 W. Oakland Park Blvd, Lauderhill, FL 33313. 954-730-3030  
Please e-mail questions to [customer\\_service@laudershill-fl.gov](mailto:customer_service@laudershill-fl.gov)

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Before an applicant can obtain a Local Business Tax Receipt, it is necessary to first apply for a Certificate of Use. **\$52.50 non-refundable processing fee in addition to the current year's Business Tax Fees must be paid at the time the application is submitted.**

### **APPLICATION CHECKLIST**

**The following documents must accompany your application or your application will NOT be accepted**  
**Home Based Businesses required documents:**

All professional license(s) as regulated by the State of Florida, Department of Professional Business Regulators, Dept. of Health, Office of Financial Regulation, Florida Bar, etc.  
Articles of Incorporation/Fictitious Name Certificate, as applicable

#### **Home Based Business Tax Fees Include:**

\$255.27-(41R) Restricted Residential

Plus \$26.25-(BDF) Business Development Fee

#### **Re-inspection fees**

**If you fail your initial inspection, the following re-inspection fees will be assessed to your account:**

\$52.50- first re-inspection

\$105.00- second re-inspection

\$157.50- third re-inspection and each additional re-inspection

**Please note: It is the applicant's responsibility to contact the Business Tax Division to schedule re-inspections.**

**NEW BUSINESS**  
(Opening date): \_\_\_\_\_

**EXISTING BUSINESS**  
(Date established): \_\_\_\_\_

**BUSINESS NAME CHANGE**

Please check all that apply.



COU App. #: \_\_\_\_\_

**Non -refundable  
Processing Fee - \$52.50**

**Notary services fee:  
\$10**

Staff initials: \_\_\_\_\_

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### BUSINESS / PROPERTY INFORMATION

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

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

Business Description (**Please describe the nature of your business in detail**)

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

Business Telephone Number: \_\_\_\_\_

Business Email: \_\_\_\_\_

Is the business MWBE (Minority Business Women Enterprise) certified? Yes No

Are you the owner of the property where this home office will be located? \_\_\_\_\_

If you are leasing your property, your landlord must sign and notarize the attached landlord approval affidavit (**pg. 6**)

### CONTACT INFORMATION

Applicant/Owner Name: \_\_\_\_\_

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

\_\_\_\_\_  
Applicant Telephone Number: \_\_\_\_\_

Applicant Email address: \_\_\_\_\_

Relationship of Applicant to Business: \_\_\_\_\_

Authorized to act on behalf of the business? (Provide documentation, if applicable) Yes No

**Home based businesses are for accessory office uses only, and subject to inspection. Failure to comply with residential restrictions set forth in Section 12.9 below may result in revocation of the Certificate of Use.**

**\*PLEASE READ BELOW\***

**Sec. 12-9. Certificate of use and local business tax receipt for home-based businesses.**

Any person who is engaged in a personal profession or occupation and uses his own personal residence for that purpose shall apply for a certificate of use and local business tax receipt. Such applicant may list his home address as the place of business but, upon receipt of the certificate of use and local business tax receipt, must comply with the following conditions:

- (1) The applicant shall not use the premises for the manufacturing, storing, distribution, repair, sale or installation of any merchandise or goods or of any equipment which is not customarily stored or installed in a residence. Telecommunication and electronic information systems are permitted equipment.
- (2) No person or customer shall come upon the premises in order to obtain the personal skill or talent of the applicant or to conduct business for which the applicant is approved.
- (3) The applicant may not use this address for purposes of advertising, soliciting or announcing the approved use of the premises through printed material or any other media with the exception of stationery or business cards.
- (4) The address or telephone of the premises may be used for receiving personal and business mail and telephone calls, and the telephone number may be listed in the telephone directory.
- (5) No employees of any type may be permitted on the premises at any time in conjunction with the authorized use for which the certificate of use and local business tax receipt is issued other than someone who regularly resides at the residence.
- (6) No sign of any type may be posted or displayed on the premises which may serve to indicate that the premises are being used as a business; and no vehicle with any signs displayed thereon, which might serve to indicate that the premises are being used for a business use, shall be parked on the premises except that such vehicle may be parked within a closed garage in a manner which is not visible from a public right-of-way.
- (7) The issuance of the certificate of use and local business tax receipt shall permit the operation of the profession or occupation by the applicant in any residentially zoned district in the city except RMH-50, any other provision in this Code notwithstanding. However, no certificate of use or local business tax receipt shall be issued if the conduct of the profession or occupation is prohibited by deed restriction or declaration of condominium at the residence of the applicant.
- (8) No certificate of use or local business tax receipt shall be issued for the conduct of a business wherein the general public place orders with the business by mail or telephone for general merchandise.
- (9) A garage sale shall be restricted to a maximum of three (3) consecutive days. A resident shall be permitted a maximum of three (3) garage sales per household during a calendar year. No license shall be required.
- (10) No one who has a place of business at another location and uses his or her residence for occasional business purposes shall be required to obtain a city certificate of use or local business tax receipt.
- (11) No more than twenty-five (25) percent of the area of the residence and no garage or accessory building or structure may be used for the business purpose.
- (12) In the event of violation of the terms of this section, the administration shall have the right to revoke the certificate of use, or refuse to renew the certificate of use or local business tax receipt, or both. Any applicant whose certificate of use has been revoked, or whose certificate of use or local

business tax receipt has not been renewed shall have the right to file a written appeal as provided in section 12-7(c).

(13) All applicants shall be notified of the terms of this section at the time of filing the application for a certificate of use and local business tax receipt, shall further be advised that his or her residence is subject to inspections by the city and shall be required to execute a waiver permitting inspection upon prior notice by the city in the event that the city has reasonable cause to believe that the applicant is in violation of this section. The executed waiver shall be a condition precedent to the issuance of the certificate of use and local business tax receipt.

(Ord. No. 90-116, § 1, 5-29-90; Ord. No. 970-110, § 1, 4-28-97; Ord. No. 07O-04-121, § 1, 6-25-07)

**Cross references:** Code enforcement board, § 7 1/2-21 et seq.

**Print Applicant Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**By signing above, you acknowledge that you have read, understand and agree to abide by the requirements of Sec. 12-9 of the City of Lauderhill Code of Ordinances.**

**AFFIDAVIT**

**Please read the section below carefully before signing**

I hereby acknowledge and affirm that I have candidly and fully identified all uses that are to be operated from the above-described address, and that only the use(s) identified in this application shall operate from said address. I further acknowledge that the failure to candidly, accurately and fully identify all uses that are to be operated from the above-described address is grounds for a civil penalty and will result in the immediate denial or revocation of my certificate of use and closure of my business.

I also understand that the operation of any use other than the use(s) identified above is grounds for the immediate denial or revocation of the Certificate of Use. I further understand that if there are any changes in the operation of my business as stated in this affidavit subsequent to the opening of my business, that I will agree to file the necessary application(s) and affidavit(s) and seek prior approval from the City of Lauderhill for any such changes. Failure to obtain the necessary prior approval will result in the immediate revocation of my certificate of use and closure of my business.

I further understand that the issuance of a Local Business Tax receipt is contingent on the approval of a Certificate of Use and on compliance with all building and zoning ordinances of the City of Lauderhill, and that this compliance must be maintained. Failure to maintain compliance will be cause for revocation of the Certificate of Use. **Please be advised that the business is not allowed to open for business until a Certificate of Use has been approved by the City of Lauderhill and a Local Business Tax has been issued. The business is subject to immediate closure without notice if the terms stated herein are violated.**

If a background investigation of any applicant for a Certificate of Use or Local Business Tax Receipt is required, as pursuant to the Code of Ordinances, Chapter 12, Business Regulations, the applicant shall be required to reimburse the City for the cost of the investigation prior to the issuance of the Certificate of Use or Local Business Tax Receipt. Alternatively, if a background investigation of an applicant results in the denial or revocation of a Certificate of Use or Local Business Tax Receipt, said applicant or business owner shall be required to reimburse the City for the costs of the investigation.

I understand that all signage related to my business is subject to Schedule I of the Lauderhill Land Development Regulations and generally requires city approval and a permit before it can be legally placed on or in my business.

I additionally acknowledge that both the Certificate of Use and the Local Business Tax Receipt expire September 30<sup>th</sup> of each year and must be renewed by this date; otherwise, the City of Lauderhill will undertake such actions as is specified in the Code of Ordinances. **As such, on October 1<sup>st</sup>, a 10% penalty will be assessed, an additional 5% on November 1<sup>st</sup>, 5% on December 1<sup>st</sup> and 5% on January 1<sup>st</sup> of the fiscal year.**

By signing below I acknowledge that pursuant to Code Section 12-50, if payment for all local business taxes, fees and penalties due are not received in full by December 1, a lien shall be filed against the subject property, the person and/or both as applicable and shall be recorded in the Official Records of Broward County, Florida. I further acknowledge that pursuant to Florida Statutes, 205.053, 166.201, and Code 12-50, I am responsible for any unpaid balance in addition to all collection fees, attorneys fees, and administrative fees necessary for collection efforts regarding my lien.

**By signing this application, I understand that if the rental property is sold or transferred, I am responsible for notifying the City of Lauderhill, Business Tax Division in writing of the change of ownership. In addition, I must provide proof of ownership change and I understand that I will be responsible for all Local Business Tax fees owed on the account.**

\_\_\_\_\_  
Applicant Signature Signature Date

**THIS DOCUMENT MUST BE NOTARIZED**

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledge before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_, Notary Public Commission No. \_\_\_\_\_

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

\_\_\_\_\_  
Name of Notary Typed, Printed or Stamped



**\*Must be completed by the Landlord of the Property\***

**LANDLORD APPROVAL AFFIDAVIT**

I, \_\_\_\_\_ OWNER OF THE PROPERTY LOCATED AT  
\_\_\_\_\_, HEREBY CONSENTS TO THE USE OF THIS PROPERTY BY MY  
TENANT, \_\_\_\_\_ TO CONDUCT A HOME BASED BUSINESS  
OFFICE, CONTINGENT UPON A CERTIFICATE OF USE APPROVAL BEING  
GRANTED BY THE CITY OF LAUDERHILL.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**THIS DOCUMENT MUST BE NOTARIZED**

STATE OF \_\_\_\_\_:  
COUNTY OF \_\_\_\_\_:

The foregoing instrument was acknowledged before me by \_\_\_\_\_, to me PERSONALLY KNOWN ( ) or PRODUCED IDENTIFICATION ( ) to be the person who signed the foregoing instrument for the uses and purposes mentioned therein, and who did take an oath.

WITNESS my hand and official seal in the county and state last aforesaid, this \_\_\_\_\_ day of \_\_\_\_\_, 201

\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES: \_\_\_\_\_