



Permit Guide for Home Occupation

Department of Growth Management

January 2020

Planning requirements for operating a home-based business.

1. Proof of ownership

If you are the property owner, a **recorded** copy of your deed or a **fully executed** closing statement is required as proof of ownership. In the case of long-term ownership, staff can verify property record data with property owner's name and property tax identification number.

If you rent/lease the property, the affidavit you will be signing states you have obtained permission from the owner to operate the business from the property.

2. If you live on Okaloosa Island

You will need written approval from the Okaloosa Island Leaseholder's Association Architectural Review Committee to operate the home business. The committee meets every Thursday morning at 9:00 AM in the Okaloosa County Visitors Welcome Center located adjacent to Beasley Park at 1540 Miracle Strip Parkway on Okaloosa Island.

3. Application Process

- a. The permit requires that you complete an application stating what type of business you will be operating and the address of the business.
- b. You will also be required to sign an affidavit which states you understand the rules for home occupations (see attached). The affidavit must be signed and notarized. A Notary Public is available in the Growth Management Department.
- c. There is a one-time \$50.00 fee. The Affidavit is then valid for as long as you are operating the business at the residence permitted for the Home Occupation.

Once the home occupation permit is issued, you can proceed to the County Tax Collector Office to apply for your Business Tax Receipt.

For further information, please contact one of our offices:

1250 N. Eglin Pkwy, Suite 301
Shalimar, FL 32579
850-651-7180

812 E. James Lee Blvd. (US 90 E)
Crestview, FL 32539
850-689-5080



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PERMIT NUMBER _____ CUSTOMER # _____

OKALOOSA COUNTY, FLORIDA HOME OCCUPATION AUTHORIZATION

The undersigned applicant hereby makes application for a Home Occupation in Accordance with the Requirements of Ordinance 91-1, Land Development Code of Okaloosa County, Florida, for the premises hereinafter described.

Date: _____ Telephone: _____

Applicant: _____

Address: _____

Home Occupation: _____
(Classification of business.)

Premises: Future Land Use: _____ Zoning: _____

Applicant's Signature

Planning Technician's Signature



Affidavit of Home Occupation

Department of Growth Management

January 2020

STATE OF FLORIDA COUNTY OF OKALOOSA

PHYSICAL PRESENCE OR **ONLINE NOTARIZATION**, before the undersigned authority, an officer duly authorized to administer oaths and take acknowledgements,

(Name)

Who being duly sworn deposes and states as follows:

A. That I am the owner/renter/lessee of that certain parcel of property located in Okaloosa
(circle one)
County at the following street address:

B. That I have reviewed the zoning maps of Okaloosa County and have ascertained that the said property has a Future Land Use of _____ and a Zoning of _____.

C. That I have applied for a certification of zoning compliance to utilize the said property for a home occupation, subject to the following conditions which must be continuously complied with in order to continue to be allowed to use the property for:

(Type of Business)

1. No person other than a member of the family residing on the premises shall be engaged in such occupation. (Employees are allowed provided they do not go to the residence. Only family members who reside at the home occupation address can conduct business at said address).
2. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than twenty-five (25) percent of the livable floor area of the dwelling unit shall be used in the conduct of the home occupation. (Livable floor area is including the attached garage. No more than 25% of the structure shall be used for the home occupation).
3. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation, including outside storage or accessory building, other than one sign, not exceeding two (2) square feet in area, non-illuminated, and mounted flat against the wall of the principal building.

4. No traffic shall be generated by such home occupation in greater volume than would normally be expected in a residential neighborhood. Any need for parking generated by the conduct of such home occupation shall be met off the right-of-way.
5. No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, or odors detectable to the normal senses off the premises of the dwelling unit.
6. No equipment or process shall be used which creates visual and/or audible interference in any radio or television receiver, or causes fluctuations in the line voltage off the premises of the dwelling unit.
7. To the extent that there is any sale of any item related to a home occupation by the permitted as a seller, no delivery of that item shall occur on or adjacent to the premises other than by delivery by U.S. Postal or similar carrier.

D. That I have obtained the permission of the owner of the property to utilize the said premises for the above stated home occupation.

E. Under penalty of perjury, I declare that I have read the foregoing Affidavit and the facts Stated in it are true.

Applicant

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ by _____, who is
(Date) (Name of person acknowledging)
 personally known to me or who has produced _____ as identification.
(Type of identification)

(Signature of person taking acknowledgment)

(Name typed, printed or stamped)