



City of DeBary
Department of Planning, Zoning & Development
16 Colomba Road, DeBary, Florida 32713
Phone: (386) 668-2040, extension 300
Business Tax Receipt Application Packet

TO ALL APPLICANTS

Welcome to the City of DeBary! The following is important information regarding your local business tax application. Please read it carefully before completing the attached applications and please contact us if you have any questions. Please keep this information in a safe place for future reference.

- There is a tax due to the City based on your type of business. In addition, if a fire inspection is required, an applicable fire inspection fee will also be collected based on building square footage. The City of DeBary contracts with the City of Orange City for fire services.
- Please ensure that all forms in your application packet are filled out completely. The following information should be attached to the application when it is returned. We cannot accept any application without all of the required information.
 1. A copy of any required state license for yourself, your business, or your employees.
 2. A copy of your fictitious name registration from the Department of State and/or proof of registration of your corporation.
- It is strongly advised that businesses verify zoning regulations based upon type of business selected prior to applying for a business tax receipt. You may contact the Planning, Zoning & Development Department at 386-668-2040 x 317 for zoning questions.
- Once your application has been submitted to the Planning, Zoning & Development Department and zoning has been verified, your application will be processed. Your application may require further review by the City's Building Official and an Orange City Fire Inspector. The Fire Inspector and Building Official will visit your business location (with the exception of home-based businesses) to perform an inspection. This process generally takes approximately one week.
- Business tax receipts are payable on October 1st of each year. Reminder notices are sent out in August and payment must be received by September 30th to avoid penalties. Any new business tax receipt processed after April 1st will be issued at one-half the annual fee due.
- You will be notified when your business tax receipt is ready to be picked up. Please note that it is a violation of City code to operate a business in the City of DeBary without first paying your local business taxes and obtaining a business tax receipt. Also, please note that a Volusia County Business Tax Receipt (BTR) is also required. The City issued approval number will be needed when applying for your Volusia County BTR.

***PLEASE NOTE THAT THE CITY CAN
ONLY ACCEPT CASH OR CHECKS***

Please retain this page for your records

Other Helpful Information

- To occupy an existing building, the new tenant must contact the City's Building Department and Fire Inspector to verify approved occupational business use prior to occupying the building. All new commercial business locations that have never been occupied will need an occupancy/interior completion permit before the building is occupied.
- **Small Business Information:** The Small Business Development Center (SBDC) at Daytona State College offers workforce and continuing education programs such as business workshops and seminars as well as provides business owners with access to valuable research tools and individual management assistance. The SBDC help businesses start, grow and succeed. The SBDC can be found on line at <http://sbdcdaytona.com> and contacted by phone at 386-506-4723. Seminole State College in Sanford (407-475-1200) (<http://sfdc.seminolestate.edu>) also provides small business development seminars.
- The Florida Department of Revenue issues State Sales Tax numbers. The local office is located at 1180 N. Williamson Blvd. Suite 160, Daytona Beach, FL 32114 (386-274-6600).
- Online information and filing is available at www.sunbiz.org for the following required state registrations.

Fictitious Name Registration (per Florida Statute Section 865.09)- Anyone conducting business and using a business name that does not fall under the State of Florida exempt guideline must register their business name. (850-245-6058)

All corporate registrations (850-245-6052)

- **State Licensing Requirements For:**

Daycares, Preschools, and Adoption agencies can be obtained through the Florida Department of Children and Families (407-846-5148). (www.myflfamilies.com)

Restaurants, alcohol sales, and mobile/perishable food carts can be obtained through the Division of Hotel & Restaurant Commission (850-487-1395) (www.myfloridalicense.com/dbpr)

Convenience/grocery stores, charitable organizations, health clubs, automotive repair businesses, telemarketing, pawnbrokers, travel agencies, moving companies, bakeries, delicatessens or agriculture products can be obtained through the Department of Agriculture and Consumer Services (1-800-435-7352) (www.freshfromflorida.com)

Salons, accounting, real estate or construction industry professions can be obtained by calling the Department of Business and Professional Regulations (850-487-1395) (www.myfloridalicense.com/dbpr).

Finance, investment, mortgage, and banking professions can be obtained by calling the office of Financial Regulations (850-487-9687) (www.flofr.com).

- For Worker's Compensation Information, call the Department of Financial Services customer service line (850-413-1609) (www.myfloridacfo.com/wc)

Please retain this page for your records



BUSINESS TAX RECEIPT APPLICATION

City of DeBary • 16 Colomba Road
DeBary, Florida 32713-3264
(386) 668-2040, extension 300

FILING THIS APPLICATION FOR LOCAL BUSINESS TAXES DOES NOT ALLOW APPLICANT TO OPERATE OR ENGAGE IN ANY TYPE OF BUSINESS UNTIL A LOCAL BUSINESS TAX RECEIPT IS ISSUED TO THE APPLICANT. ANY PERSON, FIRM OR CORPORATION WHO SHALL ENGAGE IN ANY BUSINESS, PROFESSION OR OCCUPATION WITHOUT A LOCAL BUSINESS TAX RECEIPT SHALL BE PUNISHED IN ACCORDANCE WITH THE CITY CODE.

**PLEASE COMPLETE THE FRONT & BACK OF EACH PAGE AS APPLICABLE
PLEASE TYPE OR PRINT CLEARLY**

CHECK THE FOLLOWING WHICH APPLIES: UPDATE ADD CLASSIFICATION CHANGE CLASSIFICATION
 RENEWAL

NEW COMMERCIAL/INDUSTRIAL

NEW HOME OFFICE (CIRCLE ONE: CLASS A / CLASS B*) *CLASS B REQUIRES SPECIAL EXCEPTION APPROVAL
(All Home Office Applicants are required to complete the attached Home Office Agreement)

TRANSFER: NAME LOCATION OWNERSHIP CITY APPROVAL #: _____

1. NAME OF BUSINESS _____

2. ADDRESS OF BUSINESS _____

CITY _____ STATE _____ ZIP _____ BUSINESS PHONE _____

3. EMAIL ADDRESS: _____

4. OWNERSHIP INFORMATION (ALL APPLICANTS ARE REQUIRED TO COMPLETE THE ATTACHED OWNERSHIP INFORMATION FORM IN FULL)

5. MAILING ADDRESS FOR BUSINESS _____

6. ADDITIONAL REQUIREMENTS: (IF APPLICABLE) STATE LICENSE #, CORPORATE DOC # OR FICTITIOUS REGISTRATION # (ATTACH COPY)

BY AFFIXING MY NAME AND SIGNATURE BELOW, I UNDERSTAND THAT I AM AFFIRMING THAT MY BUSINESS OR PROFESSION IS EXEMPT FROM THE FICTITIOUS NAME REGISTRATION AS DEFINED IN FLORIDA STATUTES SECTION 205.023 FOR THE REASON INDICATED:

- LICENSED ATTORNEY FORMING A BUSINESS FOR THE PRACTICE OF LAW IN THE STATE OF FLORIDA.
- REGISTERED WITH THE DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION OR THE DEPARTMENT OF HEALTH AND THEIR LICENSING BOARD HAS NOT IMPOSED REQUIREMENTS FOR THE REGISTRATION AS A FICTITIOUS NAME.
- CORPORATION, PARTNERSHIP OR OTHER LEGAL ENTITY FILED OR REGISTERED AND IN GOOD STANDING WITH THE DIVISION OF CORPORATIONS AND IS NOT TRANSACTING BUSINESS UNDER ANY OTHER NAME.
- NAME(S) (FIRST AND LAST) OF THE OWNER(S) IS/ARE THE BUSINESS NAME.

7. DESCRIBE OPERATION OF BUSINESS / PROFESSION _____

8. SQUARE FOOTAGE OF BUILDING/TENANT SPACE _____

9. NUMBER OF EMPLOYEES _____

10. ANTICIPATED OPENING DATE _____

PLEASE PRINT

LEGAL AUTHORITY: Florida Statute 205.0535(5) – NO BUSINESS TAX RECEIPT SHALL BE ISSUED UNLESS THE FEDERAL EMPLOYER IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER IS OBTAINED FROM THE PERSON(S) TO BE TAXED.

SOLE OWNER/PARTNERS/CO-OWNERS

OWNER NAME _____ PHONE _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
SOCIAL SECURITY NO _____

OWNER NAME _____ PHONE _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
SOCIAL SECURITY NO _____



CORPORATION/LLC/LP/P.A.

CORPORATION NAME _____ PHONE _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
FEDERAL IDENTIFICATION NO _____

CORPORATE OFFICERS

NAME _____ TITLE _____
HOME ADDRESS _____ PHONE _____
CITY _____ STATE _____ ZIP _____

NAME _____ TITLE _____
HOME ADDRESS _____ PHONE _____
CITY _____ STATE _____ ZIP _____

NAME _____ TITLE _____
HOME ADDRESS _____ PHONE _____

City of DeBary
INDEPENDENT OPERATOR APPLICATION

Date: _____

Social Security No. or Federal I.D. No.: _____

Your Name: _____
(As It Appears On Your State License)

Your Mailing Address: _____

Email Address: _____

Current Place of Employment: _____

Business Street Address: _____

Business Phone: _____ **Home Phone:** _____

Your Signature: _____

PLEASE ATTACH A COPY OF YOUR STATE LICENSE

HOME OFFICE AGREEMENT **FOR HOME-BASED BUSINESSES ONLY**

Agreement is hereby made for City of DeBary Home Office, for the privilege of engaging in the limited home office, hereinafter described:

BUSINESS NAME _____

TYPE OF BUSINESS _____

APPLICANT _____ PHONE _____

HOME OFFICE ADDRESS _____

MAILING ADDRESS _____

PROPERTY OWNER(S) NAME _____

PROPERTY OWNER(S) ADDRESS _____

CITY _____ STATE _____ ZIP _____

Home Office by definition is the use of a portion of a residential dwelling as an office for contractors, subcontractors, consultants, computer repair, desktop publishing, professional and business office activities and the like that do not involve clients, customers, or employee visits to the premises, or a business that provides off-site services to homeowners or businesses that do not involve the use of tools and machinery in size or numbers beyond that customarily found in a residential dwelling unit.

Section 3-127. Home Occupations

The following regulations shall apply to home occupations:

(1) Home occupations shall be categorized as follows:

a. *Class A.* Class A home occupation shall be limited to office use or arts and handicrafts only on the premises of the home occupation where there are no supplier or client business visits to the premises permitted. The only supplies and equipment accessory to the home occupation that are permitted on the premises are those common to a small business office. No stock-in-trade or commodities shall be delivered or sold upon the premises. No business activities, other than office use by the occupants of the premises, shall take place on the premises. The home occupation shall not adversely affect nearby dwellings or properties through noise, vibrations, odors, fumes, fire hazards, light glare, electrical or radio wave interference, or the like. Class A home occupations shall be allowed as permitted uses in all resource corridor, residential, mobile home and agricultural classifications.

b. *Class B.* Home occupations not included in Class A. Class B home occupations shall be allowed in agricultural classifications, when approved as a special exception. Some examples of Class B home occupations are beauty shops and barbershops, music lessons, art, handicraft, ceramics classes, lawn mower repair services and dog grooming.

(2) Only persons who reside in the dwelling unit shall be employed or act as an independent contractor in said dwelling unit permitted as a Class A home occupation. Other employees or independent contractors of the Class A home occupation may be permitted; provided that said persons do not assemble upon the premises for any purpose relating to the business. For Class B home occupations, the City Council may allow, as a condition of the requisite special exception, one or more employees or independent contractors who are not residents of the dwelling unit.

(3) The home occupation shall be clearly incidental and subordinate to the residential use and shall under no circumstances change the residential character of the dwelling.

(4) The floor area devoted to the home occupation shall not exceed 25 percent of the floor area of the dwelling. For Class B home occupations, not more than 500 square feet in an attached or detached garage of

a dwelling, or not more than 500 square feet in any accessory building in an agricultural classification, may be used for a home occupation in lieu of floor space within the dwelling.

(5) There shall be no change in the outside appearance of the premises. No on-premises signs identifying the home occupation are permitted in conjunction with a Class A home occupation. Class B home occupations may have one non-illuminated on-premises sign, not to exceed 1 1/2 square feet in area. Any sign shall be mounted flat against the wall of the building.

(6) All office equipment used in the home occupation on the premises shall be inside the dwelling or in enclosed structures and within the space limitations in subsection (4) of this section. No products shall be displayed on the premises.

(7) No equipment shall be used in the home occupation which creates fire hazards, electrical interference, noise, vibration, glare, fumes or odors detectable to the normal senses off the premises. 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 causes fluctuations in line voltage off the premises.

(8) No vehicular traffic shall be generated by the home occupation in greater volumes than would normally be generated by the dwelling unit. Notwithstanding the provisions of section 3-130(a), no more than one vehicle associated with the home occupation may be kept on the premises. Any need for parking generated by the conduct of the home occupation shall be met off the street and on the premises, but other than in the front yard.

(9) The home occupation shall not adversely affect the habitability or value of the surrounding properties nor alter the essentially residential character of the neighborhood.

(10) Any violation of these regulations may result in the revocation of any home occupation permit, in addition to any other remedy for such violation provided in this Code or by law.

(11) The issuance of a permit to engage in a home occupation in accordance with this Code shall not be deemed to be a change of zoning nor an official expression of opinion as to the proper zoning for the particular property.

ACKNOWLEDGEMENT

I, the Undersigned, have received, read and understand all of the preceding regulations applicable to a Home Office in the City of DeBary. I hereby agree and acknowledge that violation of any of these regulations, or of any of the above special conditions, stipulations, and safeguards constitute sufficient grounds for the termination and revocation of this Home Office Agreement. I also understand that the Home Office granted shall be good only for the particular business designated in this document and only for the Undersigned Person(s) to whom the Home Office Local Business Tax Receipt was issued.



NOTARIZATION

Signature

Printed Name

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ and who is personally known to me or who has produced _____ as identification.

Notary Stamp

Signature, Notary Public

FOR COMMERCIAL/INDUSTRIAL BUSINESSES ONLY

FIRE DEPARTMENT INSPECTION REQUIREMENTS

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY. IF THESE REQUIREMENTS ARE NOT MET, THE ISSUANCE OF YOUR LOCAL BUSINESS TAX RECEIPT MAY BE DELAYED. ADDITIONAL FEES MAY BE CHARGED IF THE FIRE MARSHALL HAS TO MAKE MORE THAN ONE INSPECTION.

- Inspections for new businesses are not conducted on vacant units. Furnishings, machinery, etc., should be in place. Electric power should be on at the unit to check the operation of exit and emergency lighting.
- State Statutes require that all buildings have address numbers posted visible from the roadway. If necessary, post address on a sign. Numbers shall be a minimum of 3" and in contrasting colors.
- Certified portable fire extinguishers must be available at the time of inspection, or the inspection will be discontinued. A home business requires a 1A10:BC; all other businesses require a 3A-40-BC. These must be certified by a licensed technician (the Fire Department does not perform this) and mounted a minimum of 4" from the ground, and a maximum height of 5'. The average travel distance for these is 75' unimpeded, accessible and visible.
- All electric breakers shall be identified and panels shall have a minimum of 36" clearance in front and 10' around. Extension cords are prohibited as a substitute for permanent wiring. Surge protectors are allowed for small accessories, not heavy appliances (refrigerators, microwaves, etc.). Multi-plug adapters are prohibited.
- Exit lights shall be illuminated (all bulbs). Emergency lights shall be tested monthly by the business for not less than 30 seconds and a record kept for the Fire Department's review.
- Exit doors shall have no more than 2 simple means of unlocking (no burglar bars). A minimum of 36" clearance is required between isles. A clear path shall be maintained concurring with the width of the exit. Stock, temporary or otherwise, shall not encroach upon egress and exits. Stock shall have a minimum 18" clearance from sprinkler heads. Fire doors shall not be "propped" open.
- A minimum one-hour separation wall shall divide occupancies. If vehicles or other hazards are stored, then a two-hour separation or more may be required.
- A qualified person shall maintain fire suppression systems. Systems shall be certified annually or more if required. These systems include, but are not limited to: spray booths, commercial cooking, and sprinklers.
- Fire alarm systems shall be maintained and certified by a qualified person. A copy of the fire alarm plan shall be kept on site. The Fire Department shall be notified if the system is out of service immediately. Alarm company service providers shall forward a copy of all maintenance, test, and inspections to the Fire Department.
- Hazardous materials shall be used and stored in accordance with manufacturer recommendations, state and local laws/ordinances. MSDS shall be provided.
- No spraying of flammable/combustible liquids without a spray room or spray booth in accordance with NFPA 33. This includes auto body products and flammable/combustible cabinet glues for woodworking shops.
- Housekeeping shall be maintained.
- Fire lanes shall be maintained and are not for receiving. Rear doors should be used for this purpose when applicable. These lanes are for fire, medical and other uses.

FOR COMMERCIAL/INDUSTRIAL BUSINESSES ONLY



**Orange City Fire Department
Pre-Incident Planning Worksheet**

Business Name _____ Phone _____

Business Address _____ Unit _____

Business Manager _____

Business Phone _____ Home Phone _____

Home Address _____

Property Owner _____

Address _____ Phone _____

Square feet** _____ Building height (stories) _____

Fire alarm (yes/no) _____ Fire sprinkler system (yes/no) _____

Alarm Company Name _____ Phone _____

List any hazardous materials (flammable, combustible, gas, toxic, etc.): _____

List at least two emergency contacts (you may include yourself):

1. _____
Name Phone Keyholder (yes/no)

2. _____
Name Phone Keyholder (yes/no)

**** Fire inspection fee is based on square footage of occupant space.**