# BUSINESS TAX DIVISION
# APPLICATION TO OBTAIN A BUSINESS TAX RECEIPT

CITY OF HIALEAH, FLORIDA
501 PALM AVENUE, HIALEAH, FL 33010

**BUSINESS TAX RECEIPT NUMBER** A) ☐☐☐☐☐☐ – ☐☐☐☐

B) ☐☐☐☐☐☐ – ☐☐☐☐

TOTAL FEE $ _____

❑ New ❑ Renewal
❑ Transfer of ownership
❑ Transfer of Location
❑ Change of Name/Mailing Address
❑ _____

**ZONING CLASSIFICATION** _____

Basic Fee $ _____
Unit Fee $ _____
Transfer Fee $ _____
Delinquent Fee $ _____
Forfeit Fee $ _____
Other Fee $ _____
Fire Fee $ _____

NEED COPIES OF ITEMS CIRCLED: DECAL NUMBER_____

| | | | | |
|---|---|---|---|---|
| ❑ Zone Review | ❑ Driver's License | ❑ State License | ❑ Sharing Space Letter | ❑ Solid Waste Pick-up |
| ❑ Fire Inspection | ❑ Agricul.-Hotels-Rest | ❑ CC Dade | ❑ Comm.Lease | ❑ Landloard's Letter (**Notary**) |
| ❑ D.E.R.M. | ❑ Bill of Sale (**Notary**) | ❑ Insurance | ❑ Sworn Affidavit (**Notary**) | ❑ Tax ID |
| ❑ Articles of Corp | ❑ AHCA | ❑ Police Background | ❑ Vehicle Registration | ❑ Building Required: **Y / N** |
| ❑ _____ | | ❑ _____ | | **X**_____ Signature |

Application processed by_____ Date_____ Inspected by_____ Date_____

**PLEASE PRINT OR TYPE (BLACK / BLUE INK ONLY) NO CORRECTION FLUID ALLOWED**

1. Business Name _____ Date of Application _____

   Owner's Name/Corporation Name _____

2. Location of Business _____
   ADDRESS BAY, SUITE, APT. NO., CITY, ZIP TELEPHONE

   Mailing Address _____
   (If different from above) ADDRESS BAY, SUITE, APT. NO., CITY, ZIP FAX: TELEPHONE

3. Driver's License # _____ Date of Birth _____ Expiration Date _____

4. Name of Member/Officer of the Corporation, LLC, LP, Fictitious Name etc. (President, V.P., MGR, etc.)

   (A) Name _____ Cell-Phone_____
   (B) Home Address_____ City_____ Zip_____ Home Phone_____
   (C) Emergency Contact _____ Telephone: _____
   (D) E-Mail Address: _____

5. If a firm or Corporation, the name, address, city, zip and home phone number of the Officers

   * _____ * _____
   * _____ * _____

6. Type of Business ❑Manufacturer ❑Wholesale ❑Retail ❑Service ❑Other_____
   **SPECIFIC** Products or Services: **A)** _____
   **B)** _____

7. Number of seats, work stations or units:_____ Square feet of Property/Warehouse_____
   Amount of Inventory_____ Number of employees [ ] [ ] [ ]
   TOTAL FEMALE MALE

8. If Business is operated from vehicle: Number of vehicles_____ Registration No.'s_____

**I affirm that the above is true and correct to the best of my knowledge. I am aware of penalties and/or revocation of license for false statements.**

_____ _____ _____ _____
TITLE OF APPLICANT NAME OF APPLICANT SIGNATURE AND SEAL DATE

S:\Office Documents\Forms-Affidavit\FORMS 2007\License_Form 2014 15 JM.doc

**BUSINESS TAX DIVISION**
**APPLICATION TO OBTAIN A BUSINESS TAX RECEIPT**
CITY OF HIALEAH, FLORIDA
501 PALM AVENUE, HIALEAH, FL 33010

# Residential Office Affidavit

I, _____

RESIDING: _____

Hialeah, Florida do swear and affirm that I have been informed of the conditions upon which the City will issue a Business Tax Receipt to conduct the following type of business at my residence:

_____
Type of Business

I hereby assure the City of Hialeah that no sign will be posted, no materials will be stored, no noise will be produced as a result of this activity, no heavy machines installed, emission produced, clients will not come to the residence to transact business and in no way, shape or form the issuance of this Business Tax Receipt and resulting business activities will affect the residential integrity of this particular building or the surrounding neighborhood. The Business Tax Receipt can be approved under section 86.29, and 86.30 of the Code of Ordinance of the City of Hialeah (Ordinances No. 89-71 & 72, July 5 1989).

I have been informed that, in addition to other remedies available to the City, Business Tax Receipt obtained upon a misrepresentation of material facts (false statements) shall be deemed null and void. (Section 86.39, City Code).

_____ _____
Signature of Applicant Date

State of Florida. County of Dade.

Sworn and subscribed before me this _____ day of _____, 20_____.

_____ _____
My commission Expires Notary Public, State of Florida
Print, type or stamp Notary's name.

Personally Known

Produced I.D. _____
Type of Identification

## Home Offices

A new ordinance has been created to allow city residents to be able to have a small office within their houses. The use is limited to one office with a maximum area of 200 square feet located inside the main house. The office can only be used by residing family members and no customer or client visitation is permitted.

The idea is that home offices will facilitate the operation from a house or apartment of activities, such as internet or phone sales, medical billing or consultant services **that will not require client visitation or employees.** Signs or other form of commercial advertisement is not permitted and the exterior of the residence should maintain the residential character.

Activities such as beauty salons, medical offices and sales that will require storage of materials or equipment other than office records, office supplies or paperwork are not appropriate for home offices.

The Planning and Zoning department will gladly advise you on whether a business that you are planning to offer from your home is appropriate for a home office.

---

## La oficina en casa

Una nueva ordenanza ha sido creada para permitir a los residentes de la ciudad a tener una pequeña oficina en sus casas. El uso está limitado a una oficina con una superficie máxima de 200 pies cuadrados ubicada en el interior de la vivienda principal. La oficina solo puede ser usada por miembros de la familia que residan en la casa y la visita de clientes o proveedores no está autorizada.

La idea es que las oficinas hogareñas faciliten la operación desde el hogar de actividades tales como ventas telefónicas o por la Internet, facturación de servicios médicos o servicios de consultoría **que no requieran la visita de clientes o personal empleado.** En una oficina hogareña no está permitido tener letreros o cualquier otra forma de aviso comercial y la fachada de la vivienda debe mantener su carácter residencial.

Actividades tales como peluquerías, oficinas médicas y ventas que requieran depósito de materiales o equipamiento que no sean archivos, insumos o papelería de la misma oficina no son indicados para una oficina hogareña.

El departamento de Planeamiento y Zonificación le aconsejará con mucho gusto si el tipo de actividad que usted planea operar desde su hogar es apropiado o no para una oficina hogareña.

# AFFIDAVIT OF COMPLIANCE WITH HOME OFFICE REQUIREMENTS PURSUANT TO HIALEAH CODE §98-2030

STATE OF _____
COUNTY OF _____ ss:

BEFORE ME, the undersigned authority, personally appeared,

_____, who after being duly sworn under oath, states as follows:

1) The home office is permitted as a secondary, ancillary use to all lawful residential uses in R-1, R-Z, R-2, R-3 and R-4 zoning districts subject to certain limitations.

2) The home office is limited to the use of small office equipment, computers and telephones.

3) The square footage of the home office does not exceed 200 square feet of the living area of the dwelling unit or residence.

4) The home office is not located in any accessory building or other structure detached from the residence.

5) No more than one home office is permitted within the residence.

6) The home office may only be used by a member of the household residing in the dwelling unit.

7) Employees who are not members of the household are not permitted to work in the home office, except a disabled person may employ a personal care attendant to accommodate the person using the home office.

8) No customer or client visitation or other business traffic to and from the residence is permitted, except for delivery of office supplies and repair or installation of office equipment.

9) No signs or other forms of commercial advertisement outside the residence are permitted. Real estate brokers may provide an interior sign on the entrance of the door of the home office as provided by Fla. Admin. Code R. 61J2-10.024, as amended from time to time.

10) No storage of materials or equipment is allowed on the property, other than office records, office supplies or paperwork stored within the confines of my home office.

11) No installation of heavy machinery or equipment is allowed on the property.

12) No emissions may be generated from the use of the home office.

13) Secondary use of residence as the home office shall not otherwise interfere with the residential character of the neighborhood.

14) The exterior of the residence shall not be altered, changed or modified to accommodate the use of a home office.

15) Prior to the operation of a home office within a residence, the home office must be licensed by the city under its 7299(B) classification.

16) I shall provide access to a city license inspector, upon reasonable notice, to visually inspect the home office for compliance with the provisions of this section.

17) If I object to access, I must object in writing to the licensing administrator and state grounds of objection with reasonable particularity.

18) If the licensing administrator overrules the objection, then I shall provide access or appeal to the city council.

19) Refusing access shall be just cause for revocation or suspension of license.

FURTHER AFFIANT SAYETH NAUGHT.

_____
Affiant

_____
Typed/ Printed name

SWORN TO AND SUBSCRIBED
before me this ____ day of _____, 200___.

_____
Notary Public State of _____

_____ My Commission Expires:
Commissioned Name of Notary Public

Personally known _____, or Produced I.D. _____

# AFIDAVIT DE COMPLUMIENTO CON LOS REQUISITOS SEGUN LA SECCION 98-2030 DEL CODIGO DE LA CIUDAD DE HIALEAH PARA UNA OFICINA DOMICILIARIA

ESTADO DE _____
CONDADO _____

ANTE MI, el suscrito, comparecio _____, quien afirma bajo juramento que:

1) La oficina domiciliaria es permitida como uso secundario o auxiliar a todos los usos residenciales legitimos en las zonas R-1, R-Z, R-2, R-3 y R-4 sujeto a ciertas limitaciones.

2) El uso de la oficina domiciliaria es limitado para el empleo de equipos pequenos de oficina, computadoras y telefonos.

3) La medida de superfice de la oficina domiciliaria no excede 200 pies cuadrados de la vivienda.

4) La oficina domiciliaria no esta localizada en ningun edificio auxiliar u otra estructura separada de la vivienda.

5) No mas de una oficina domiciliaria es permitida dentro de la vivienda.

6) La oficina domiciliaria se utilizara por una sola persona, miembro de la vivienda y residiendo alli.

7) No se permiten empleados, que no sean miembros de la vivienda, que trabajen en la oficina domiciliaria, con excepcion de personas discapacitadas quienes emplean un encargado para el cuidado personal con proposito de facilitarles el uso de la oficina domiciliaria.

8) No se permite clientela u otro comercio que transiten a o desde la oficina domiciliaria, con excepcion de entregas a domicilio de articulos de oficinas, tecnicos en reparacion o instalacion de equipos de oficina.

9) No se permiten rotulos o cualquier otra forma de pulicidad o anuncios fuera de la vivienda. Agentes de vienes inmuebles podran exhibir un rotulo en el interior a la entrada de la oficina domiciliaria como esta estipulado por la seccion 61J-2-10.024 del Reglamento o Codigo Administrativo de la Florida y sus enmiendas.

10) No se permite almacenar en la propiedad materiales, equipos, herramientas u otras cosas que no sean registros, expedientes, documentos o records de oficina, articulos de oficinas o papeleo almacenados dentro de los confines de la oficina domiciliaria.

11) No se permite instalacion o uso de maquinaria o equipos pesados en la propiedad.

12) No se permite emision de humo, vapor, gas u otra substancia relacionada con la operacion o uso de la oficina domiciliaria.

13) Uso secundario de la vivienda como oficina domiciliaria no debera interferir de ninguna manera con el caracter residencial del vecindario.

14) El exterior de la vivienda no debera ser alterado, cambiado, o modificado en ninguna forma para acomodar el uso de la oficina domiciliaria.

15) Antes de operar o utilizar la oficina domiciliaria, esta debe ser autorizada por la Cuidad bajo la clasificacion 7299(B).

16) Proveere acceso al inspector de la Cuidad, con previo aviso, para inspeccionar la oficiana domiciliaria con el proposito de constatar el cumplimiento con los requisitos de esta seccion.

17) Si tengo objecion alguna a la inspeccion, debere presentar mi objecion por escrito al administrador de licencias y declarar con detalle las razones por mi objecion.

18) Si el administrador de licencias no acepta mi objecion, entonces debere proveer acceso o apelar la decision del administrador frente al consejo de la Cuidad.

19) Negarse a proveer acceso debera ser causa justa para la revocacion o suspension de la licencia.

SIN MAS QUE AGREGAR, CONCLUYE LA DECLARACION.

_____
Firma del Deponente

_____
Nombre del Deponente

BAJO JURAMENTO Y SUSCRITO ANTE MI el dia ____, del mes de _____, del ano 200_.

_____
Notario Publico del Estado de _____

Mi comision expira:

Conosco personalmente al deponente: _____
El deponente produjo la siguient identificacion official: _____

ORDINANCE NO. 06-30

ORDINANCE OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF HIALEAH, FLORIDA AMENDING CHAPTER 98 ENTITLED "ZONING", ARTICLE V1. SUPPLEMENTARY DISTRICT REGULATIONS, DIVISION 5. USES, OF THE CODE OF ORDINANCES BY ADDING A NEW SUBDIVISION, SUBDIVISION XI. HOME OFFICES, TO PROVIDE FOR THE USE AND LICENSE OF HOME OFFICES UTILIZING TELEPHONE, SMALL OFFICE AND COMPUTER EQUIPMENT FOR MEMBERS OF HOUSEHOLD WITHIN A RESIDENCE IN R-1, R-Z, R-2, R-3 AND R-4 ZONING DISTRICTS AS A SECONDARY, ANCILLARY USE TO LAWFUL RESIDENTIAL USES; TO PROVIDE A DEFINITION FOR HOME OFFICE, TO LIMIT ITS USE TO NO MORE THAN ONE HOME OFFICE FOR EACH RESIDENCE; TO PROVIDE FOR EXCLUSION OF EXTERIOR SIGNS OR OTHER FORMS OF COMMERCIAL ADVERTISEMENT OUTSIDE THE RESIDENCE; TO EXCLUDE CUSTOMER OR CLIENT VISITATION OR OTHER BUSINESS TRAFFIC TO AND FROM THE PROPERTY; TO PROHIBIT STORAGE OF MATERIALS AND EQUIPMENT, WITH EXCEPTION FOR OFFICE RECORDS, SUPPLIES AND PAPERWORK, TO PROHIBIT THE GENERATION OF EMISSIONS FROM USE OF HOME OFFICE; TO PROVIDE FOR INSPECTION AND ACCESS, ISSUANCE OF SUBPOENAS AND PROVIDE ADMINISTRATIVE PROCEDURE FOR LICENSE HOLDER TO OBJECT AND APPEAL AND PROVIDE MISCELLANEOUS REGULATIONS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING PENALTIES FOR VIOLATION HEREOF; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Board at its meeting of April 26, 2006 recommended approval of this ordinance; and

WHEREAS, the purpose and intent of this ordinance is to allow people to use their residences for home occupations (business address for professional license holders, such as real estate salespersons as permitted by state law) as an additional and secondary use; provided, however, that there will be no public advertisement outside the residence and no customer traffic or client visitation; and

WHEREAS, the purpose and intent of this ordinance is to reasonably accommodate the needs of a service professional who may use a portion of his or her home as a business office, providing a business telephone, but with restrictions that will not otherwise interfere with the tranquility and character of a residential neighborhood, area or district.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF HIALEAH, FLORIDA, THAT:

**Section 1:** Chapter 98 entitled "Zoning", Article VI. Supplementary District Regulations, Division 5 Uses, of the Code of Ordinances of the City of Hialeah, Florida is hereby amended, by adding a new subdivision, Subdivision XI entitled "Home Offices", to read as follows:

**Chapter 98**

ZONING

* * *

**ARTICLE V. ZONING DISTRICT REGULATIONS**

* * *

DIVISION 5. USES.

* * *

*Subdivision XI. Home Offices.*

**Section 2: Repeal of Ordinances in Conflict.**

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**Section 3: Penalties.**

Every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished by a civil penalty not to exceed $500.00 within the discretion of the court or administrative tribunal having jurisdiction. Each act of violation and each day upon which any such violation shall occur shall constitute a separate offense. In addition to the penalty prescribed above, the City may pursue other remedies such as abatement of nuisance, injunctive relief, administrative adjudication and revocation of licenses or permits.

**Section 4: Inclusion in Code.**

The provisions of this ordinance shall be included and incorporated in the Code of Ordinances of the City of Hialeah, as an addition or amendment thereto, and the sections of this ordinance shall be renumbered to conform to the uniform numbering system of the Code.

**Section 5: Severability Clause.**

If any phrase, clause, sentence, paragraph or section of this ordinance shall be declared invalid or unconstitutional by the judgment or decree of a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance.

Section 6: Effective Date.

This ordinance shall become effective when passed by the City Council and signed by the Mayor or at the next regularly scheduled City Council meeting, if the Mayor's signature is withheld or if the City Council overrides the Mayor's veto.

PASSED AND ADOPTED this 23rd day of May, 2006.

Esteban Bovo
Council President

Attest:

Approved on this 25 day of May, 2006.

Rafael E. Granado, City Clerk

Mayor Julio Robaina

Approved as to form and legal sufficiency:

William M. Grodnick, City Attorney

THE FOREGOING ORDINANCE OF THE CITY OF HIALEAH WAS PUBLISHED IN ACCORDANCE WITH THE PROVISIONS OF FLORIDA STATUTE 166.041 PRIOR TO FINAL READING.

~~Strikethrough~~ indicates deletion. Underline indicates addition.

s:\wmg\legis\ord-2006/ch98homeoffices.doc

Ordinance was adopted by a unanimous vote with Councilmembers Bovo, Caragol, E. Gonzalez, L. Gonzalez, Hernandez, Miel and Yedra voting "Yes".

the home office as provided by Fla. Admin. Code R. 61J2-10.024, as amended from time to time.

(7) No storage of materials or equipment is allowed on the property, other than office records, office supplies or paperwork stored within the confines of the home office.

(8) No installation of heavy machinery or equipment is allowed on the property.

(9) No emissions may be generated from the use of a home office.

(10) Secondary use of residence as home office shall not otherwise interfere with the residential character of the neighborhood. The exterior of the residence shall not be altered, changed or modified to accommodate the use of a home office.

(d) *Licensure.* Prior to the operation of a home office within a residence, the home office must be licensed by the city under its 7299(B) classification and the license holder shall execute an affidavit of compliance with all provisions of this section.

(e) *Inspection.* The license holder shall provide access to a city license inspector, upon reasonable notice, to visually inspect the home office for compliance with the provisions of this section. Prior to access, the license inspector shall obtain a subpoena for access and inspection signed by the licensing administrator and serve upon the license holder. If the license holder objects to access, the license holder must object in writing to the licensing administrator and state grounds of objection with reasonable particularity. If the licensing administrator overrules the objection, then the license holder shall provide access or appeal to the city council. Refusing access shall be just cause for revocation or suspension of license.

* * *

**Sec. 98-2030. Home offices.**

(a) *Definition.* *Home office* means an office designed for and operated as a home occupation and office contained within a dwelling unit or residence as a secondary, ancillary use. The office shall be limited to the use of small office equipment, computers and telephones. If a person has a business address other than the location of the residence, incidental office work brought home from the business may be conducted within the residence without constituting a home office for purposes of this section.

(b) *Permitted uses.* A home office shall be permitted as a secondary, ancillary use to all lawful residential uses in R-1, R-Z R-2, R-3 and R-4 zoning districts subject to the limitations described in subsection (c).

(c) *Limitations.*

(1) The square footage of the home office shall not exceed 200 square feet of the living area of the dwelling unit or residence.

(2) The home office shall not be located in any accessory building or other structure detached from the residence.

(3) No more than one home office shall be permitted within a residence.

(4) Home offices may only be used by a member of the household residing in the dwelling unit. Employees who are not members of the household are not permitted to work in a home office, except a disabled person may employ a personal care attendant to accommodate the person using the home office.

(5) No customer or client visitation or other business traffic to and from the residence is permitted, except for delivery of office supplies and repair or installation of office equipment.

(6) No signs or other forms of commercial advertisement outside the residence are permitted. Real estate brokers may provide an interior sign on the entrance of the door of

# SAMPLE

(Using Company Letterhead)

Date:

Re: (state your Name, Business Name and Home Address)

This letter serves as notification that I have a home business at the above mentioned home address. The type of business I will be running out of my home will be (list the type of business being as specific as possible).

I want to also clarify that I will not be having any clients coming in and out of my home office address above as well as I will not store any merchandise in my home. Thank you.

Sincerely,

Sign Your Name Here _____
Type your name underneath your signature

State of Florida, County of Dade.

Sworn and subscribed before me this _____day of_____20_____

My Commission expires: _____

_____
Notary Public, State of Florida
(Print, type or Stamp Notary's Name)

Type of Identification:_____