



Town of Dundee

Building & Zoning

◆202 Main Street ◆PO Box 1000◆Dundee, Florida 33838◆(863) 438-8335◆Fax (863) 438-8339

APPLICATION FOR LOCAL BUSINESS TAX ~ TOWN ORDINANCE 01-02

No Local Business Tax number 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.
YOU MAY NOT OPEN YOUR OFFICE OR BUSINESS WITHOUT A LOCAL BUSINESS TAX NUMBER.

BUSINESS INFORMATION:

Applicant Name: _____ Business Phone: _____

Business Name: _____ Start of Business Date: _____

Business Address: _____ City/State: _____ Zip: _____

Nature of Business: _____ Square Feet: _____

Corporation Name: _____ Federal ID or SSN: _____

Mailing Address: _____ City/State: _____ Zip: _____

Maximum # of Employees: _____ #Machines: _____ # Rooms: _____ # Seats: _____

If Mobile Home Park, # of Units: _____ SIGNS: Type: _____ Size: _____

I hereby certify 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: _____

Date: _____

INSPECTIONS

Zoning Approval: Approved Denied Signature: _____ Date: _____

Reason for Denial: _____

Building Official: Approved Denied Signature: _____ Date: _____

Reason for Denial: _____

Fire Dept Inspector: Approved Denied Signature: _____ Date: _____

Reason for Denial: _____

******SEE REVERSE SIDE OF THIS APPLICATION FOR INSTRUCTIONS******

INSTRUCTIONS FOR OBTAINING A BUSINESS TAX NUMBER

CHANGE OF BUSINESS LOCATION REQUIRES ZONING APPROVAL AND A NEW APPLICATION FORM COMPLETED

- ◆ YOUR POLK COUNTY BUSINESS TAX MUST ACCOMPANY THIS APPLICATION
- ◆ ZONING APPROVAL MUST BE COMPLETED PRIOR TO LICENSE ISSUANCE
- ◆ FICTITIOUS NAME REGISTRATION MUST ACCOMPANY THIS APPLICATION

Please Note: This Local Business Tax applies to the Town of Dundee only.

- 1) If your business is located inside the Town limits, you must submit the application to the Town's Business Tax office or Town Building Department in person for approval.
- 2) If you will be leasing space to conduct your business, you will need to attach a notarized letter from the owner of the property giving you permission to conduct your particular type of business at that location or attach a copy of your lease which states the type of business has been approved.
- 3) Attach a copy of your Polk County Business Tax form.
- 4) If business location is not on the Town's sewer system, you must provide a copy of a recent septic tank inspection from the Polk County Health Department.

*****SPECIAL REQUIREMENTS FOR CERTAIN OCCUPATIONS*****

- A. If your profession or occupation is certified by the Department of Business and Professional Regulation or Department of Health, you must attach a copy of your certification, registration, or license to this application.
- B. Banks, mortgage broker, finance companies, and stockbrokers must be registered with the State Comptroller or the Federal Home Bank of Atlanta or Comptroller of Currency. Attach a copy of state/federal/national license showing proper business location to this application.
- C. Restaurateurs and mobile food unit operators must contact the Division of Hotel & Restaurants. You must attach a copy of approved inspection report to this application or obtain an authorized signature on the face of this application.
- D. Childcare must have the approval of the County Health Department. You must attach a copy of the license to this application or obtain an authorized signature on the face of this application.
- E. Food outlets, auto repair, travel agencies, telemarketers, health and dance(ballroom) studios must submit a permit, registration or exemption from State of Florida, Dept. of Agriculture & Consumer Services.
- F. Certified contractors must attach a copy of State of Florida and County Certification. County license is required, countywide municipal license is optional.

Any person who engages in any business, occupation or profession covered by the Town of Dundee Local Business Tax Ordinance, who does not pay the required tax within 150 days after the initial notice of tax due, and who does not obtain the required tax number is subject to civil actions and penalties, including court costs, reasonable attorneys' fees, and additional administrative costs incurred as a result of collection efforts and a penalty of up to \$250.00.

Article 9 DEFINITIONS

For the purposes of this Code, the following terms shall have the meanings set forth below. Included are pertinent definitions adopted in the comprehensive plan, in addition to others applicable to this Code but not covered in the plan. It is the intent of this article to incorporate comprehensive plan definitions in substantially the same form in which they were adopted, although some terms may be defined here in a more detailed or restrictive manner. In the event a comprehensive plan amendment conflicts with a definition contained herein, the definition in the comprehensive plan shall take precedence, and shall be incorporated into this Code by reference.

Home occupation: An occupation for gain or support conducted solely by immediate members of a family residing in a dwelling, provided no article is sold or offered for sale except as may be produced on the premises by members of the family or used in performance of the service; and further provided that any said occupation shall be subject to all the provisions of section 3.08.06. In general, home occupations shall include, but not be limited to, personal services such as are furnished by an attorney, physician, dentist, musician, artist, beauty operator, or seamstress. A public dining facility or tearoom, antique or gift shop, outdoor repair facility, or retail sales of any type shall not be deemed a home occupation.

3.08.00. SUPPLEMENTAL STANDARDS

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3.08.06.01. Procedure for approval of a home occupation.

A home occupation may be approved administratively by the development director upon payment of a review fee established by the town council and submission of an application containing the following information and documentation:

1. Name(s) of owner(s) and a copy of the deed to the property.
2. Legal description of the property.
3. Complete written description of the activity proposed as a home occupation.
4. Copy of Polk County property appraiser's map showing subject property and all surrounding properties within a 100-foot radius of subject property's boundaries.
5. Certified survey of subject property (at development director's discretion).
6. Signatures of all property owners within 100 feet on a petition indicating no objection to the home occupation.

The development director may refer the matter to the town council for approval if signatures from all property owners within 100 feet of the subject property cannot be obtained, or for any other reason which may justify such referral. Home occupation approvals shall be handled through the same process as a zoning district change or special exception approval.