

# Town of Windermere

614 Main ST, Windermere, FL 34786  
Office: (407) 876-2563 FAX: (407) 876-0103

## LOCAL HOME BUSINESS TAX RECEIPT PROCEDURE

1. A detailed letter of request, addressed to the Town Clerk.
2. A \$300.00 deposit is due upon submission. Any additional charges will be billed to you, as well as any credits will be mailed to you.
3. The Town will send certified letters to property owners within 500 feet (cost responsibility of applicant). The charges will be deducted from the deposit.

Once the responses have been received, the Town Manager will review the request and replies. You will be notified of the approval or denial.

Should you have any questions, please contact, Town Clerk Dorothy Burkhalter, 407-876-2563 x 5323 or via email [dburkhalter@town.windermere.fl.us](mailto:dburkhalter@town.windermere.fl.us)

Sec. 7.02.02. - Home occupations.

A home occupation shall be allowed in a bona fide dwelling unit, subject to the following requirements:

- (1) No person other than members of the family residing on the premises shall be engaged in such occupation.
- (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 shall under no circumstances change the residential character of the structure. It shall include any business, profession or gainful employment of any sort whatever, which is conducted from a home or residential area, whether inside or outside a dwelling or other building situated thereon.
- (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.
- (4) No home occupation shall occupy more than 20 percent of the first floor area of the residence. No accessory building, freestanding or attached, shall be used for a home occupation.
- (5) No traffic shall be generated by such occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a front yard required pursuant to this Land Development Code.
- (6) No equipment, tools or process shall be used in such a home occupation which creates interference to neighboring properties due to noise, vibration, glare, fumes, odors or electrical interference. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio, telephone or television receivers off the premises or causes fluctuations in line voltage off the premises.
- (7) Fabrication of articles commonly classified under the terms arts and handicrafts may be deemed a home occupation, subject to other terms and conditions of this definition, and providing no retail sales are made at the home.
- (8) Outdoor storage of materials shall not be permitted.
- (9) The following shall not be considered home occupations: beauty shop, barbershops, band instrument or dance instructors, swimming instructor, studio for group instruction, public dining facility or tea room, antique or gift shops, photographic studio, graphic (commercial) artist, fortune telling or similar activity, outdoor repair, food processing, retail sales, nursery school or kindergarten.
- (10) The giving of individual instruction to one person at a time such as an art or piano teacher, shall be deemed a home occupation; individual instruction as a home occupation for those activities listed in subsection (9) of this section shall be prohibited. Artists and writers, not instructors, shall not require a business tax receipt.
- (11) A home occupation shall be subject to all applicable town and county occupational licensing requirements, fees and other business taxes.
- (12) No advertising shall be permitted using a residential address.

- (13) Home occupations such as television repair, building contractors, lawn care, etc., shall be on a called-out basis only.
- (14) Home occupations are not encouraged.
- (15) Anyone proposing to engage in a home occupation shall make application to the town clerk and pay a filing fee which shall be established by resolution of the town council and on file in the town clerk's office, plus all necessary postage costs for mailing notification to property owners as hereinafter provided. The town clerk shall, upon receipt of said application, notify, by certified mail, all property owners within 500 feet of the proposed location of such home occupation, requiring said owners to notify the town clerk of their approval or disapproval within 15 days of receipt of such notice. After the expiration of 15 days, the application shall be approved or disapproved by the town manager. If the applicant or any of the property owners within 500 feet disapprove of the town manager's decision regarding such application, they may request in writing a public hearing before the town council. At said public hearing, the town council shall make a determination with regard to said application. The town council shall be the sole judges of the sufficiency and validity of any application and/or protest for any home occupation.
- (16) Business tax receipts will be issued for one year only and shall be reviewed at the time of renewal by the town council before January 1 of each year.
- (17) The town, acting through its town council, shall have the right and authority to revoke any business tax receipts granted under this section for noncompliance with the provisions of this Land Development Code.

(Ord. No. 91-6, § 3(7.02.02), 2-11-1992; Ord. No. 94-2, § 1(i), 2-8-1994; Ord. No. 2015-06, § 1, 4-14-2015)



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**614 Main Street**  
**Windermere, FL 34786**  
*Office: 407-876-2563      Fax: 407-876-0103*

**LOCAL BUSINESS TAX RECEIPT REQUEST**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(If Home Local Business Tax Receipt – must be a Post Office Box)

HOME ADDRESS: \_\_\_\_\_

**CONTACT INFORMATION**

PHONE: (BUSINESS) \_\_\_\_\_ (HOME) \_\_\_\_\_  
(CELL) \_\_\_\_\_ (E-M) \_\_\_\_\_  
(For Emergency Contact)

TYPE OF BUSINESS: \_\_\_\_\_

NUMBER OF EMPLOYEES: \_\_\_\_\_

STATE PROFESSIONAL LICENSE # \_\_\_\_\_ EXP. DATE \_\_\_\_\_  
(If Applicable)

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**For Office Use:**

Conforms to Windermere Licenses and Business Regulations: Yes \_\_\_\_\_ No \_\_\_\_\_

Town Manager Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Town License # \_\_\_\_\_ Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_

License Issued Date: \_\_\_\_\_