

THE TOWN OF  
**Windermere**



614 Main Street, Windermere, FL 34786  
Office: (407) 876-2563

**HOME BASED-BUSINESS PROCEDURE**

1. Provide a detailed letter of request, addressed to the Town Clerk, describing the proposed home-based business and how the home-based business meets the requirements of Sec. 7.03.01 of the Town's Code of Ordinances (attached).
2. If the applicant is not the owner of the property, a notarized letter of authorization from the property owner or property management company must be provided.
3. Town staff will review the letter of request, the notarized letter if applicable, request additional information if necessary, and make the determination of whether the home-based business meets the requirements of the Town's Code. The applicant will be notified.
4. If the requirements are met, the applicant must apply for and receive a business tax receipt from the Town (attached).

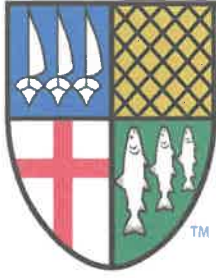
For questions, please contact Town Clerk Dorothy Burkhalter, 407-876-2563 x 5323 or email [dburkhalter@town.windermere.fl.us](mailto:dburkhalter@town.windermere.fl.us).

### **Sec. 7.03.01. Home-based businesses.**

- (a) For purposes of this section, a business is considered a home-based business if it operates, in whole or in part, from a residential property and meets the following criteria:
  - (1) The employees of the business who work at the residential dwelling must also reside in the residential dwelling, except that up to a total of two employees or independent contractors who do not reside at the residential dwelling may work at the home-based business. The business may have additional remote employees that do not work at the residential dwelling.
  - (2) Parking related to the home-based business activities of the home-based business complies with the zoning requirements applicable to other residential properties within the same zoning classification and the need for parking generated by the home-based business may not be greater in volume than would normally be expected at a similar residence where no business is conducted. The use of vehicles or trailers operated or parked at the home-based business or on a street right-of-way, must comply with the regulations applicable to a residence where the home-based business is conducted. Vehicles and trailers used in connection with the home-based business must be parked in legal parking spaces that are not located within the right-of-way, on or over a sidewalk, or on any unimproved surfaces at the residence.
  - (3) No "heavy equipment," defined for purposes of this section as commercial, industrial, or agricultural vehicles, equipment, or machinery, may be parked or stored such that it is visible from the street or neighboring property.
  - (4) As viewed from the street, the use of the residential property must be consistent with the uses of the residential areas that surround the property. External modifications made to a residential dwelling to accommodate a home-based business must conform to the residential character and architectural aesthetics of the neighborhood.
  - (5) The home-based business may not conduct retail transactions at a structure other than the residential dwelling; however, incidental business uses and activities may be conducted at the residential property.
  - (6) The activities of the home-based business must be secondary to the property's use as a residential dwelling.
  - (7) The business activities at the home-based business must comply with any relevant local or state regulations with respect to signage and equipment or processes that create noise, vibration, heat, smoke, dust, glare, fumes, or noxious odors as such regulations apply to a residence in the town where no home-based business is conducted.
  - (8) The business activities at the home-based business must comply any relevant local, state, and federal regulations with respect to the use, storage, or disposal of any corrosive, combustible, or other hazardous or flammable materials or liquids as such regulations apply to a residence in the town where no home-based business is conducted.
- (b) A person or entity operating a home-based business in a manner inconsistent with this section is in violation of the town's code, and the town may enforce these provisions by any legal means available or as otherwise directed by general law, including but not limited to code enforcement proceedings, civil citations, or a legal action to enjoin a violation of this section.
- (c) The home-based business is subject to applicable business taxes. Nothing herein is deemed to excuse or exempt the owner or operator of a home-based business from complying with any federal or state occupational or licensure requirements.

(d) It is the intent that this section be interpreted in harmony with general law pertaining to home-based businesses, and in the event of a conflict, general law will govern and control the interpretation and application of this section.

(Ord. No. 2016-01, § 17, 7-12-2016; Ord. No. 2021-02, § 2, 10-12-2021)



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## LOCAL BUSINESS TAX RECEIPT REQUEST

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

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

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

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

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

BUSINESS PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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

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

STATE PROFESSIONAL LICENSE #: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

### FOR OFFICE USE ONLY

Business Tax Receipt fee due: \_\_\_\_\_ Date paid: \_\_\_\_\_

Business Tax Receipt # \_\_\_\_\_ Business Tax Receipt issue date: \_\_\_\_\_