



GROWTH MANAGEMENT DEPARTMENT  
201 SE 3<sup>rd</sup> ST, (Second Floor), OCALA, FL 34471  
(352) 629-8421; FAX: (352) 629-8264

*City of Ocala*

**HOME OCCUPATIONAL LICENSE APPLICATION**

1. Name of Applicant \_\_\_\_\_
2. Name of Business \_\_\_\_\_
3. Address \_\_\_\_\_
4. Mailing Address \_\_\_\_\_
5. Email Address \_\_\_\_\_
6. Phone Number \_\_\_\_\_ Emergency Number \_\_\_\_\_
7. Nature of Business \_\_\_\_\_
8. Total Floor Area of the First Floor of the Residence \_\_\_\_\_
9. Area of Rooms to be Utilized in the Conduct of the Home Occupation \_\_\_\_\_
10. Number of employees \_\_\_\_\_
11. DAY CARE (# of children) \_\_\_\_\_
12. Eligible for Exemption (if over the age of 65 or Disabled) \_\_\_\_\_
13. Provide Sketch Showing the Floor Plan and the Area to be Utilized for the Home Occupation  
**No home occupation shall occupy more than 20% of the first floor living area.**

\*\*\*The undersigned does hereby request that a Home Occupation tax permit be issued to the above on the basis of and subject to the herein set forth information with the understanding that all the City of Ocala Ordinances shall be complied with whether specified or not. All information supplied shall become public record.

I swear or affirm that the above information is true and correct to the best of my knowledge.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*

**FOR OFFICE USE ONLY**

**LICENSE#** \_\_\_\_\_

**Zoning Approval** \_\_\_\_\_ **Date Issued** \_\_\_\_\_

**Zone** \_\_\_\_\_ **Parcel #** \_\_\_\_\_

## Home Occupation Regulations

There shall be no display of goods or advertising of a home occupation visible from any street.

A nonilluminated nameplate, not exceeding one square foot in area, may be displayed for a home occupation, providing the nameplate is affixed flat against the exterior surface at a position not more than two feet distant from the main entrance to the residence.

No home occupation shall occupy more than 20 percent of the first floor area of the residence, exclusive of the area of any open porch or attached garage or similar space not suited or intended for occupancy as living quarters. No rooms which have been constructed as an addition to the residence, nor any attached garage or porch which has been converted into living quarters, shall be considered as floor area until two years after the date of the completion thereof, as shown by the records in the city building department.

No home occupation shall be conducted in an accessory building. The home occupation must be conducted in the residence of the proprietor.

No electric motor having greater than one-third horsepower rating shall be used in the conduct of any home occupation, and the total combined ratings of such permitted electric motors shall not exceed one horsepower.

All motors and equipment used in the conduct of any home occupation shall be shielded so as not to cause radio or television interference.

Only members of the immediate family living in the residence shall be permitted to work at the home occupation.

No home occupation use may be conducted entailing the use of chemicals or matter or any type of energy that may create or cause to be created objectionable noise, noxious odors or hazards dangerous to the public health, safety or welfare.

Applicant Signature \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

## **How to Complete the Home Occupational License Application**

- **Name of Applicant:** person applying for the license
- **Name of Business:** Enter the name of the business. The name must be registered with Sunbiz.org if you are using a name other than your personal name. Please provide a copy of the registration.
- **Address:** List the complete address
- **Mailing address:** Fill out the address that you want to receive the renewal notice.
- **Phone number:** business phone number or cell phone
- **Nature of business:** Describe what type of work being performed.
- **Total floor area** of the first floor of the residence: enter the square footage for the first floor
- **Area of rooms to be utilized** in the conduct of the Home Occupation: Enter the square footage for your business. No home occupation shall occupy more than 20% of the first floor living area). *You are required to provide a sketch of the first floor living area showing the space to be utilized for your home occupation.*
- **Number of employees:** How many employees do you have? *Only members of the immediate family living in the residence shall be permitted to work at the home occupation.*
- **Day care (number of children):** enter how many children you will care for.
- **Eligible for exemption:** If over the age of 65 or disabled. Must show proof for eligibility.