



## City of Port Orange Home Based Business Tax Application Procedures

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The following procedures must be followed to obtain a Business Tax Receipt with the City of Port Orange. These requirements may vary depending upon the type of business, location, state regulation, etc.

1. Complete the Business Tax application packet in its entirety.
2. Copy of business owner's driver's license or other state issued photo identification  
**\*\*Note:** Applying for a home-based business requires proof of residency. If the driver's license lists a different location, proof of residency will only be accepted in one of these forms: lease/ownership papers or utility bill.
3. Businesses requiring a State License **must** attach a copy of the current license. State licenses are location specific and need to be registered to the current place of business.
4. A copy of the Fictitious Name, LLC, or Articles of Incorporation accepted by the Division of Corporations is required unless you are using your **formal first and last name only**.
5. Home Based business regulations:
  - Business type is limited to office, internet and telephone type services
  - Customers and/or employees are not permitted at the residence  
**Note: Private instruction of no more than one (1) student per session is allowed**
  - Residence can not be used as a meeting or gathering place to conduct or start work
  - Business shall not occupy more than twenty percent (20%) of the residence
  - Advertising, including business cards, **cannot** display home address
  - There shall be no display of products visible in any manner from the outside of the dwelling
  - Shipping and drop shipments related to the business must be done off-site
6. Certain business types are prohibited from operating as a Home-Based business. Please see the Land Development Code – Chapter 16, Section 2 for a complete list.

Link to the Land Development Code:

[https://library.municode.com/fl/port\\_orange/codes/land\\_development\\_code?nodeId=LADECO\\_CH16MIRE\\_S2HOOC](https://library.municode.com/fl/port_orange/codes/land_development_code?nodeId=LADECO_CH16MIRE_S2HOOC)

## **Business Resources**

### **Volusia County**

[www.volusia.org/revenue/btrinfo.htm](http://www.volusia.org/revenue/btrinfo.htm) Business Taxes are only issued online  
Daytona Beach office (386) 254-4635 New Smyrna Beach Office (386)423-3325

## **Initial Business Contacts**

**Florida Division of Corporations** – Fictitious name, LLC, Inc.

[www.sunbiz.org](http://www.sunbiz.org) (850) 245-6000

**Florida Department of Revenue** – Florida Sales Tax

[www.floridarevenue.com/taxes/taxesfees/pages/sales\\_tax.aspx](http://www.floridarevenue.com/taxes/taxesfees/pages/sales_tax.aspx) (800) 352-3671

Local Office: 1821 Business Park Blvd. Daytona Beach (386) 274-6600

**Internal Revenue Service** – Employer Identification Number (EIN)

[www.irs.gov](http://www.irs.gov) (800) 829-4933 (Business & Specialty Tax Line)

## **State Licensing Agencies**

**Florida Department of Business and Professional Regulations** – State Licensing

[www.myfloridalicense.com](http://www.myfloridalicense.com) (850) 487-1395

**Florida Department of Agriculture and Consumer Services** – State Licensing/Permits

[www.freshfromflorida.com](http://www.freshfromflorida.com) (800) 435-7352

**Volusia County Health Department** – Tanning, Tattooing, Microblading, Food Hygiene, etc.

[www.floridahealth.gov/licensing-and-regulation/index/html](http://www.floridahealth.gov/licensing-and-regulation/index/html) (386) 274-0509

**Division of Plant Industry** – Nursery/Nursery Stock Dealers Registration

[www.freshfromflorida.com/divisions-offices/plant-industry](http://www.freshfromflorida.com/divisions-offices/plant-industry) (352) 359-4700

**Florida Department of Financial Services** – State Licensing, Worker's Compensation

[www.myfloridacfo.com/division/agents/licensure](http://www.myfloridacfo.com/division/agents/licensure) (850) 413-3137

**ABT Licensing District Office** – Alcohol & Tobacco License

[www.myfloridalicense.com/dbpr/alcoholic-beverages-and-tobacco](http://www.myfloridalicense.com/dbpr/alcoholic-beverages-and-tobacco) (850)487-1395

## **Business Assistance Groups**

**Port Orange/South Daytona Chamber of Commerce**

[www.psychamber.com](http://www.psychamber.com) (386) 761-1601

**Small Business Development Center**

[www.sbdcdaytona.com](http://www.sbdcdaytona.com) (386) 506-4723

**Florida Small Business**

[www.floridasmallbusiness.com](http://www.floridasmallbusiness.com)



# CITY OF PORT ORANGE

1000 CITY CENTER CIRCLE PORT ORANGE, FL 32129

PHONE 386-506-5602 | FAX 386-506-5699

## Home Based Business Tax Application

Date Received: \_\_\_\_\_ Received: \_\_\_\_\_ BTR#: \_\_\_\_\_

New Business       Add to Existing Business       Business Transfer

Business Name Change – List former name: \_\_\_\_\_

### **BUSINESS INFORMATION:**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Mailing City, State, & Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Services Offered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State License Number (if applicable): \_\_\_\_\_

### **BUSINESS OWNER:**

Business Owner or Corporation Name: \_\_\_\_\_

Home/Corporation Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Social Security or FEIN #: \_\_\_\_\_

**\*\* The City of Port Orange collects your social security number for the following purposes: classification of accounts, identification and verifications, credit worthiness, billing and payments, data collection, reconciliation, tracking, benefit processing, tax reporting, and applicant and employee background checks. Social security numbers are also used as a unique numeric identifier and may be used for search purposes.**

**ACKNOWLEDGEMENTS / CERTIFICATION**

I understand that this business tax is for the privilege of engaging in the business, profession, or occupation shown and only at the address shown herein. I also understand that the issuance of this business tax does not permit engaging in or managing any business in violation of federal, state or local law, regulation, ordinance or order. **A Business Tax Receipt may not be used or presented as a license to perform any service or work.** \*\*If Handyman, Repairman, Maintenance, or Construction Subcontractor, I understand I can be assessed a penalty if I advertise to perform work or perform work which requires State Licensure.

I, \_\_\_\_\_ have read and agree to comply with the requirements and restrictions set forth in Chapter 16, Section 2 of the City of Port Orange Land Development Code.

**Certification**

I certify that all the information contained herein is true and correct to the best of my knowledge and belief. If any portion is found to be false or misrepresented, such fact may be just cause for immediate revocation of any Business Tax Receipt issued to me. It is further understood that I must comply with the code of the City of Port Orange and failure to correct conditions which are in violation is punished under the code or sufficient cause for revocation of my Business Tax Receipt. I understand that if I engage in a business under a fictitious name, I must comply with the fictitious name statute.

**Owner Signature:** \_\_\_\_\_

**STATE OF FLORIDA, COUNTY OF VOLUSIA**

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization on this \_\_\_\_\_ by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_ Notary Public, Commission No. \_\_\_\_\_

\_\_\_\_\_

(Name of Notary typed, printed or stamped)

<b>OFFICE USE ONLY</b>	
_____ Complete Application _____ Copy of Driver's License/Proof of Residence _____ Articles of Incorporation	_____ State License _____ Fictitious Name