



ZONING CERTIFICATE OF USE HOME-BASED BUSINESS

CITY OF DELRAY BEACH

DEVELOPMENT SERVICES DEPARTMENT

Internal Use Only
Application # _____
Amount Paid \$ _____
Historic District: _____
Planner: _____

PLEASE REVIEW THIS APPLICATION PRIOR TO PREPARING IT FOR SUBMITTAL; THE FAQ ON PAGE 2 PROVIDES HELPFUL INFORMATION RELATED TO HOME-BASED BUSINESSES. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. APPROVAL IS REQUIRED PRIOR TO THE ISSUANCE OF A BUSINESS TAX RECEIPT (BTR).

Submittal Checklist

- FEE: \$150;** PLEASE MAKE CHECKS PAYABLE TO THE CITY OF DELRAY BEACH.
 - COMPLETED APPLICATION:** ORIGINAL SIGNATURES MUST BE PROVIDED.
 - SURVEY SHOWING ALL EXISTING SITE IMPROVEMENTS**
 - FLOOR PLAN OF RESIDENCE** (LABELED WITH USE AREAS)
- NOTE:** UPON REVIEW OF THE SUBMITTAL PACKAGE, CITY STAFF MAY REQUEST ADDITIONAL INFORMATION AND/OR EXHIBITS TO ASSIST IN THE REVIEW.

PART ONE | BUSINESS INFORMATION

(ALL INFORMATION MUST BE PROVIDED. IF NOT APPLICABLE, PLEASE WRITE N/A)

BUSINESS NAME	BUSINESS WEBSITE	
ADDRESS (INCLUDE FLOOR NUMBER I.E. GROUND FLOOR, 3RD FLOOR, ETC.)	PROPERTY CONTROL NUMBER (PCN) (SEE pbcgov.org/papa) 12 - ____ - 46 - ____ - ____ - ____ - ____	
MORE THAN ONE HOME-BASED BUSINESS IN RESIDENCE? <input type="radio"/> YES (PLEASE SPECIFY) _____ <input type="radio"/> No	BUSINESS AREA SQUARE FOOTAGE	HOME SQUARE FOOTAGE (TOTAL)
WILL CLIENTS VISIT BUSINESS? (IF YES, PLEASE EXPLAIN OPERATIONS AND ANTICIPATED FREQUENCY AND DURATION.)	DAYS & HOURS OF OPERATION: Days of Week: _____ Hours: _____ <i>i.e., Monday through Friday i.e., 9AM – 5PM</i>	
	NUMBER OF NON-RESIDENT EMPLOYEES _____	

DETAILED DESCRIPTION OF BUSINESS (SERVICES PROVIDED, ETC. ATTACH DESCRIPTION, AS NECESSARY.)

PART TWO | APPLICANT & BUSINESS OWNER

NAME:	PHONE:
MAILING ADDRESS:	EMAIL:

APPLICANT IS: PROPERTY OR UNIT OWNER RENTER OF RESIDENCE OTHER (PLEASE EXPLAIN SEPERATELY)

PART THREE | AFFIDAVIT

** NOTARIZATION REQUIRED PRIOR TO SUBMITTAL **

STATE OF _____ COUNTY OF _____ IDENTIFICATION SHOWN _____ | PERSONALLY KNOWN TO ME _____

THE UNDERSIGNED BEING FIRST DULY SWORN, DEPOSES THAT HE/SHE IS THE BUSINESS OWNER, AND THAT MATTERS AND FACTS STATED IN THIS APPLICATION ARE TRUE TO HIS/HER KNOWLEDGE, AND THAT HE/SHE IS AUTHORIZED TO EXECUTE THIS APPLICATION FOR THE PURPOSES OF OBTAINING A ZONING CERTIFICATE OF USE PRIOR TO THE ISSUANCE OF A BUSINESS TAX RECEIPT FROM THE CITY OF DELRAY BEACH; AGREES TO SITE AND PROPERTY INSPECTIONS BY CITY STAFF FOR PURPOSES ASSOCIATED WITH REVIEW OF THE REQUEST; AND, ACKNOWLEDGES THAT EXTERIOR SITE OR ELEVATION MODIFICATIONS AND/OR ASSOCIATED SIGNAGE FOR THE BUSINESS REQUIRES A SEPARATE APPLICATION TO BE REVIEWED AND APPROVED. NOTE: THIS ZONING CERTIFICATE OF USE GRANTS **ZONING APPROVAL ONLY**. IT IS THE APPLICANT'S RESPONSIBILITY TO CONFIRM IF THE PROPOSED USE IN THE SUBJECT TENANT SPACE COMPLIES WITH THE BUILDING AND FIRES CODES PRIOR TO OCCUPANCY.

(SIGNATURE) (PRINT NAME) (NOTARY SEAL)

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20____.

(SIGNATURE) (NAME, PRINTED OR TYPED)

NOTARY PUBLIC, STATE OF _____ NOTARY PUBLIC, STATE OF _____

PART FOUR | OFFICE USE ONLY (DO NOT FILL IN BELOW)

PLANNING & ZONING REVIEWER:	ZONING DISTRICT:	PARKING AVAILABLE AND COMPLIES? (PROVIDE NOTES, AS NECESSARY) <input type="radio"/> Yes <input type="radio"/> No
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DEVELOPMENT SERVICES DIRECTOR (OR DESIGNEE):	APPROVED? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> YES, WITH CONDITIONS	DATE:
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CONDITIONS OF APPROVAL (CONDITIONS MUST BE MET PRIOR TO ISSUANCE OF A BTR):

REASON FOR DENIAL (PLEASE DETAIL REASON AND WHAT CORRECTIVE ACTION, IF ANY, MAY BE TAKEN):

STAFF NOTES:

FAQS

What is a Zoning Certificate of Use (ZCU)?

A ZCU is required for every new business, change in business name/location, or an add-on business to verify the zoning for the proposed business. Non-conformities may be identified during the review process, which could require compliance by occupant/owner. Approval is granted for the requested use at the specified location **prior to the issuance of a Business Tax Receipt**. All information on the approved Zoning Certificate of Use **MUST** be consistent with the associated Business Tax Receipt. Note: An approved Business Tax Receipt is required prior to further approvals and licenses by Palm Beach County.

How do I know if I qualify as a Home-Based Business?

Per Ordinance 23-22 adopted on August 16, 2022, a business is considered a home-based business if it operates from a residential dwelling unit and meets the following criteria:

- Employees must reside in the dwelling unit. Two additional employees that reside elsewhere may also work at the residential dwelling unit. The business may have additional remote employees who do not work at the residential dwelling unit.
- The business use shall be incidental and subordinate to the residential use of the property and shall not change the residential character.
- As viewed from the street, the use of the residential property must be visually consistent with surrounding residential uses. External modifications to accommodate a business must conform to the residential character and architectural aesthetics of the neighborhood.
- One exterior sign up to one square foot in area is allowed on the dwelling unit.
- No home-based business shall be conducted in any accessory structure.
- Traffic shall not be generated in greater volumes than would normally be expected in a residential neighborhood.
- Parking related to the business activities shall comply with the zoning district parking regulations and cannot be greater in volume than would normally be expected at a similar residence where no business is conducted.
- No equipment or process shall be used that creates fumes, glare, noise, odors, vibration, or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or process shall be used that creates visual or audible interference in any radio or television receivers off the premises.
- All business activities must comply with any relevant local, state, and federal regulations related to the use, storage, or disposal of any corrosive, combustible, or other hazardous or flammable materials or liquids. Local regulations may not be more stringent than those that apply to a residence where no business is conducted.

Additionally, any business that does not meet the definition of a home-based business in Section 559.955, Florida Statutes, is not considered a home-based business, and is not permitted to operate in a residential zoning district.

Can I have a Home-Based Business in my garage or guest cottage?

Business cannot be conducted in any accessory structure, such as a guest cottage or detached garage.

How long is the approval of this Zoning Certificate of Use valid?

An approved Zoning Certificate of Use is valid for 180 days; the original and approved Zoning Certificate of Use must be submitted with the Business Tax Receipt application. If a Business Tax Receipt application has not been submitted within 180 days of approval by the Development Services Director, a new Zoning Certificate of Use must be requested, and a new fee will be required.

What happens if my request is approved with conditions or denied?

Requests that are approved with conditions will not receive a Business Tax Receipt until confirmation is provided by the Planning & Zoning Division that the required conditions have been met. Requests that are denied have 90 days to address the identified corrective action(s); a new application and fee will be required if the corrective action(s) is not completed within 90 days.

THE PROCESSING TIME FOR THE ZCU IS APPROXIMATELY 10 BUSINESS DAYS (TWO WEEKS). IF YOU HAVE NOT RECEIVED AN EMAIL AFTER 10 BUSINESS DAYS, PLEASE CONTACT (561) 243-7040 FOR A STATUS UPDATE.