



# Baker County Community Development

Building – Planning – Zoning – Code Enforcement

360 East Shuey Avenue  
Macclenny, FL 32063

Office (904) 259-3354  
Fax (904)259-5057

## APPLICATION FOR HOME OCCUPATION

Application # \_\_\_\_\_ Date of Application \_\_\_\_\_

<b>PROPERTY OWNER(S)</b>	Name(s):		
	Mailing Address:		
	City:	State:	Zip:
	Telephone Number:		Fax #:
	E-mail Address:		

<b>APPLICANT/AGENT</b>	Name(s):		
	Mailing Address:		
	City:	State:	Zip:
	Telephone Number:		Fax #:
	E-mail Address:		

<b>PROPERTY DESCRIPTION</b>	Property 911 Address	
	Property location (directions)	
	Acreage	
	Parcel # (tax ID #)	
BCC District #		

<b>DESCRIPTION OF REQUEST</b>	Home Occupation sought and examples of duties to be performed	
	Reason the Home Occupation is being sought:	
	Zoning & Land Use Classification	
	Previous application filed & date	

ARTICLE III. – ZONING  
 DIVISION 3. - PERFORMANCE STANDARDS AND RESTRICTIONS ON SPECIFIC USES

Sec. 24-144. - Home occupation.

Home occupations shall be a permissible use by application for administrative approval in agriculture and residential districts and requires renewed approval every two years. No use of a home occupation shall create a nuisance or involve warehousing. The following specific standards and table shall be used in deciding applications for approvals of such uses:

(1) A limited number of non-resident individuals may be employed other than members of the immediate family residing in accordance with the table below:

	<u>Non-Resident Parking</u>	<u>Signs</u>	<u>Occupation-Related Traffic Generation</u>	<u>Non-Resident Employees</u>	<u>Nuisance Violations</u>	<u>Public Health &amp; Safety Violations</u>
<u>AG 20</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>
<u>AG 10</u>	<u>5 vehicles or less at a time</u>	<u>1 sign 18"x 24"</u>	<u>10 trips per day</u>	<u>5</u>	<u>None</u>	<u>None</u>
<u>AG 7.5</u>	<u>5 vehicles or less at a time</u>	<u>1 sign 18"x 24"</u>	<u>10 trips per day</u>	<u>5</u>	<u>None</u>	<u>None</u>
<u>RCMH 2.5</u>	<u>1 vehicle or less at a time</u>	<u>1 sign 18"x 24"</u>	<u>5 trips per day</u>	<u>None</u>	<u>None</u>	<u>None</u>
<u>RCMH 1</u>	<u>1 vehicle or less at a time</u>	<u>1 sign 18"x 24"</u>	<u>5 trips per day</u>	<u>None</u>	<u>None</u>	<u>None</u>
<u>RCMH .5</u>	<u>1 vehicle or less at a time</u>	<u>1 sign 18"x 24"</u>	<u>5 trips per day</u>	<u>None</u>	<u>None</u>	<u>None</u>
<u>RC 1</u>	<u>1 vehicle or less at a time</u>	<u>1 sign 18"x 24"</u>	<u>5 trips per day</u>	<u>None</u>	<u>None</u>	<u>None</u>
<u>RC .5</u>	<u>1 vehicle or less at a time</u>	<u>1 sign 18"x 24"</u>	<u>5 trips per day</u>	<u>None</u>	<u>None</u>	<u>None</u>
<u>RC .25</u>	<u>None</u>	<u>1 sign 18"x 24"</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>
<u>MF 10</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>
<u>MF 12</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>

(2) The use of the dwelling unit for the home occupation shall be clearly incidental and secondary to its use for residential purposes and shall not change the residential character.

(3) There shall be no change in the outside appearance of the building or premises as a result of such occupation, with the exception of an unlighted sign or name plate, not more than four square feet in area, attached to and not projecting from the building.

(4) The home occupation shall not create levels of noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses outside the dwelling unit in excess of that normally associated with household use. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television sets off the premises, or cause fluctuations in the line voltage in excess of that normally associated with household use.

(5) No commodity or good produced off the premises shall be displayed or warehoused on the premises for sale elsewhere. However, the taking of orders for sales or provision of services off site may be allowed.

(6) Woodworking is permitted if all requirements under section 24-146 are met.

(7) A home occupation shall not be interpreted to include activities such as but not restricted to auto repair and tune-up, general offices, clinics, physicians, and dentists offices, welding shops, animal

hospital or kennels. Automobile restoration as a hobby is permitted if there are no more than two vehicles under restoration at any given time. Vehicles under restoration are subject to the requirements of section 24-156 storage of inoperable vehicles and other materials as related to stored vehicles.

(8) A home occupation shall not be transferred to another owner or lessee of the property unless the identical conditions exist as to the specific occupation, number of persons operating the occupation and all site conditions remain the same.

(9) Home occupations shall be approved for **two years**. Renewal shall meet the procedures in effect at the time of renewal.

- (10) The following shall not be permitted as home occupations:
- a. Automobile / truck / tractor / recreational vehicle repair Facilities
  - b. Minor Automotive Repairs and / or Tune-up Facilities
  - c. Clinics and / or Medical Care Facilities
  - d. Welding
  - e. Animal Kennels

**NOTES:**

- Applications cannot be processed until all fees are paid.
- Application fees and other required fees will not be refunded if an application is denied by the Community Development Department.

**II. REQUIRED ATTACHMENTS:**

**A. All applications (zoning and land use amendments)**

- \_\_\_\_\_ Copy of property owner's recorded Warranty Deed.
- \_\_\_\_\_ Agent Authorization (if applicable): Notarized letter(s) designating an agent to act on behalf of the property owner(s).
- \_\_\_\_\_ Boundary survey of the site.
- \_\_\_\_\_ Application fee(s), and other fees, as required.
- \_\_\_\_\_ Occupational License
- \_\_\_\_\_ Other supporting data required by staff: \_\_\_\_\_

**III. APPLICATION CERTIFICATION**

I, hereby, certify that I am the owner (or the authorized agent of the owner(s)) of the property described herein, that all answers to the questions in this application and all information contained in the material attached to and made a part of this application, are accurate and true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Owner(s) (or Applicant/Agent  
if Agent Authorization form attached)

\_\_\_\_\_  
(Date)

**PROPERTY OWNERSHIP AFFIDAVIT**

Date: \_\_\_\_\_

Baker County Community Development Department  
360 E Shuey Avenue  
Macclenny, Florida 32063

RE: Ownership Certification

To Whom It May Concern:

I, \_\_\_\_\_ hereby certify that I am the owner of the property described in the attached legal description, in connection with filing application(s) for a Home Occupation, submitted to the Baker County Community Development Department.

\_\_\_\_\_  
(Owner's Signature)

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing affidavit was sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
(Notary Signature)

**AGENT AUTHORIZATION**

Date: \_\_\_\_\_

Baker County  
Community Development Department  
360 E Shuey Avenue  
Macclenny, Florida 32063

RE: Agent Authorization

To Whom It May Concern:

You are hereby advised that the undersigned is the owner of the property described in the Property Ownership Affidavit attached hereto. Said owner hereby authorizes and empowers \_\_\_\_\_ to act as agent to file application(s) for the above referenced property and in connection with such authorization to file such applications, papers, documents, requests and other matters necessary for such requested change.

\_\_\_\_\_  
(Owner's Signature)

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing affidavit was sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
(Notary Signature)

**Fee for Administrative Approval - Home Occupation Permit**

Baker County Community Development Department

Application Fee	\$100.00
Other _____	_____
Total	_____

Paid: Cash \_\_\_\_\_, Check: \_\_\_\_\_, Receipt # \_\_\_\_\_, Date: \_\_\_\_\_

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

Parcel ID#: \_\_\_\_\_

**PERMITS WILL NOT BE ISSUED UNTIL ALL FEES ARE PAID**

Technical Fees for the following but not limited to them may have extra charges.

1. Attorney Option
2. Engineer Opinion
3. Assistance from Northeast Regional Council

**APPROVAL/DENIAL**

Approved \_\_\_\_\_  
Denied \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chris Milton  
Director of Community Development