



CITY OF SOUTH DAYTONA
Community Development Department

Home-Based Business Tax Receipt Checklist

Pursuant to [Chapter 16, Article II](#) of the Code of Ordinances

The following requirements must be followed to obtain a Home-Based Business Tax Receipt with the City of South Daytona. These requirements may vary depending upon the type of business, location, state regulations, etc.

For submittal:

- ☐ Complete two-page application, including but not limited to:
 - Detailed description of business activities
 - Applicable business details
 - Notarized applicant signature
- ☐ A copy of the owner/manager's Florida state issued photo ID.
- ☐ A copy of the Fictitious Name, LLC, or Articles of Incorporation filing accepted by the [Division of Corporations \(sunbiz.org\)](#).
 - Note: A Fictitious Name is required when a business is not working under their incorporated name, and/or when a business is not the owner's full name exclusively (Ex: John Smith's Lawn Care requires a registered Fictitious Name).
- ☐ Copies of certifications and/or special licenses if required for the business, such as:
 - Contractors
 - Insurance agencies
- ☐ A Notarized Authorization of Owner form (if not the property owner)

Once the application has gone through review, the applicant will be notified of corrections, approval, or denial.

Upon notification of approval, the BTR may be issued once the following items have been completed:

- ☐ Payment of fees

Note: *The checklist is a guide for your convenience; however, additional items may be required to process your application. If you require additional information, please call our office at 386-322-3020. Incomplete applications cannot be processed.*



CITY OF SOUTH DAYTONA
Community Development Department
Notarized Authorization of Property Owner
For Commercial and Home-based Business Tax Receipts

Note: Agents acting on behalf of the property owner must provide proof of agent authorization.

To whom it may concern:

I, _____, do hereby authorize my tenant,
(Owner/Authorized Agent)

_____, to obtain a Business Tax Receipt
(Name of Tenant)

for _____ to be located at
(Business Name)

_____.
(Street Address)

I further authorize _____ and/or their representative to
(Name of Tenant)

grant approval to regulatory agencies or others as required to access and inspect the
above referenced property to secure required approvals.

Signature of Property Owner/Authorized Agent

Date

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me by means of ☐ physical presence or
☐ online notarization, this _____ day of _____, 20____ by
_____, who is personally known to me or who has produced
_____ (type of ID) as identification.

Notary Public Signature

Notary Stamp



CITY OF SOUTH DAYTONA
Community Development Department

Home-Based Business Tax Receipt Application

Pursuant to Article II, [Section 16-19.14](#) of the Code of Ordinances

Zoning: _____ BTR Account ID#: _____

☐ New Business ☐ Transfer of Location (W/I South Daytona)

☐ Business Name Change Former Name: _____

Note: *Only complete applications will be processed. ONLY VALID FOR 30 DAYS.*

BUSINESS INFORMATION

Business/Organization Name

Business Address

Mailing Address

Business Phone

Business E-mail

BUSINESS OWNER INFORMATION

Owner or Corporation Name

Home/Corporate Address

Phone

E-mail

FEIN or Social Security Number (Required per FL Statute 205.0535)

Driver's License Number

State

PROPERTY OWNER (if not applicant)

Name

Address

Phone

E-mail

Notarized Authorization of Owner attached? ☐ Yes ☐ No ☐ N/A

BUSINESS DETAIL

Type of Business

Detailed Description of Business Activity

Office use only? ☐ Yes ☐ No

Outside storage? ☐ Yes ☐ No

Customers on site? ☐ Yes ☐ No

Estimated Inventory Value

\$

Contractor License #

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. Initial: _____

I understand home occupations are permitted as an accessory use to a dwelling unit in any district where residential uses are permitted subject to certain restrictions. Home occupations are limited to professional, vocational, business, trade, and personal services that do not involve clients, customers, or non-resident employees visiting the premises. I understand that **no customers shall visit** the address that has been listed above for the business. I understand that there shall be **no outside storage** allowed and that this home-based Business Tax Receipt is for office use only. Initial: _____

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 South Daytona 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.

Signature of Applicant Date

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____ by _____, who is personally known to me or who has produced _____ (type of ID) as identification.

Notary Public Signature Notary Stamp

• Office Use Only •

____ Police	____ Utility Billing	____ Community Development
____ Finance	____ Code	
____ Copy of driver's license	____ Owner Authorization	____ Fictitious Name/LLC/Inc.
____ Property Appraiser	____ Application complete	____ State license/certificates
BTR fee code: _____		Balance due: _____
<input type="checkbox"/> Notified of issuance/balance due: _____		<input type="checkbox"/> Fee balance paid on: _____
Customer ID # _____		<input type="checkbox"/> AR Generated Bill # _____



CITY OF SOUTH DAYTONA
Community Development Department
Business Resources

Volusia County Business Tax Receipts

www.volusia.org/revenue/btrinfo.htm

Daytona Office: (386) 254-4635

New Smyrna Beach Office: (386) 423-3325

Florida Division of Corporations – Fictitious Name, LLC, Incorporation

www.sunbiz.org

(850) 245-6000

Florida Department of Business and Professional Regulations (DBPR) – State Licensing

www.myfloridalecense.com

(850) 487-1395

Florida Department of Revenue – Florida Sales Tax

<https://floridarevenue.com/taxes>

(800) 352-3671

Internal Revenue Service – Federal Employee Identification Number (FEIN)

www.irs.gov

(800) 829-4933

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

www.freshfromflorida.com

(800) 435-7352

Division of Plant Industry – Nursery Registration

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

(850) 413-3137

Division of Alcoholic Beverages & Tobacco

www.myfloridalicense.com/dbpr/alcoholic-beverages-and-tobacco/

(850) 487-1395

Port Orange/South Daytona Chamber of Commerce

www.pschamber.com

(386) 761-1601

Small Business Development Center

www.sbdcdaytona.com

(386) 506-4723

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