CITY OF LARGO
201 Highland Ave
PO Box 296
Largo, Fl 33779-0296

PLEASE COMPLETE & RETURN
Thank You

OFFICIAL USE ONLY
LICENSE # _____
HOC APPLICATION FEE $10
LICENSE FEE $ call for fee
SIC # _____

**APPLICATION/AFFIDAVIT**
**FOR BUSINESS TAX RECEIPT**
**FOR A HOME OFFICE OF CONVENIENCE (HOC)**

**PLEASE PRINT:** **U.S. CITIZEN?**_____ **RESIDENT ALIEN?** _____
**(need copy of card)**

**NAME:** _____**FEIN OR S.S.#** _____

**BUSINESS NAME:** _____

**PHYSICAL ADDRESS:** _____ **ZIP+4** _____

**MAILING ADDRESS:** _____ **ZIP+4** _____

**TELEPHONE: (_____) -** _____

**LEGAL DESCRIPTION OF PROPERTY:** _____

1. **PLEASE DESCRIBE THE *TYPE OF BUSINESS* AND ACTIVITIES CONDUCTED AT THE HOME OFFICE ? (Examples: accounting, word processing, electrician, consultant, tutor, etc.)**

   **Type:**_____

   **Activities:**_____

2. **WHAT PERCENTAGE OF THE RESIDENCE WILL BE DEVOTED TO THE HOC (HomeOffice)?_____ % (see (D)(1) on reverse side.)**

3. **HOW DOES THE HOC GENERATE BUSINESS?**_____
   **(Examples: Signs, word of mouth, newspaper ads)**

4. **CAN THE HOC AS PROPOSED COMPLY WITH ALL OF THE RESTRICTIONS LISTED ON THE REVERSE SIDE OF THIS APPLICATION?** _____ **YES** _____**NO**

**IF NOT, EXPLAIN:**_____

_____

**Date:** _____ _____
**Signature of Applicant**

**********

**Comments:**_____

**Building Division:** _____

_____

**Development Controls Officer:** _____

**AFFIDAVIT**

**Subsection 10005 of the City of Largo Comprehensive Development Code establishes the following requirements and restrictions for Home Office of Convenience (HOC):**

**(A)** **Purpose:** To protect the character of residential neighborhoods while promoting activities that reduce automobile trips resulting in less air pollution and traffic congestion.

**(B)** **Applicability:** Residential dwelling units. Residential dwelling units located within mixed use designations may, as an alternative to HOC, undergo site plan review to add an allowable non-residential use to the property.

**(C)** **Required permits:** A Business Tax Receipt is required.

**(D)** **Restrictions:** A HOC is allowed as an accessory use in a bona fide residential dwelling unit when it complies fully with the following conditions:

(1) The establishment of a HOC must be clearly incidental to the use of the dwelling as a residence. The maximum floor area devoted to a HOC shall be twenty-five (25) percent of the gross floor area of the dwelling unit.

(2) There shall be no signs or exterior changes to the building such as converting a garage or enclosing a carport.

(3) There shall be no visible evidence that the residence contains a HOC.

(4) No display of inventory shall be allowed.

(5) A HOC use shall not generate nuisances such as on-street parking, noise, electrical interference, fumes, excessive trash, or hazards.

(6) No persons shall be employed on the site other than the residents of the dwelling unit. This restriction shall not preclude activities allowed under the HOC, such as tutoring, to take place at the client's residence.

(7) All HOC activities must take place within the private areas of the residence and shall not be visible from adjacent streets or properties.

(8) Automobile trips to the HOC shall be strictly limited to one per appointment on the residence and a maximum of two client visits per day.

(9) Traffic generation shall not exceed the normal type and volume generated by a residential dwelling unit.

(10) The HOC shall not have commercial trucks on site.

(11) The HOC shall not violate any provisions of the City Code of Ordinances including, but not limited to, the outside storage provisions of Chapter 9 or the adult use provisions of Chapter 13.

**(F)** **Noncompliance:** Failure to comply with all of the provisions of the HOC or violation of any of the restrictions or other applicable regulations shall result in a notice of violation for the first offense and loss of the HOC privilege, and non-renewal of the Business Tax Receipt for a second offense.

I have read and understand the above restrictions to the HOC.

_____ _____

Signature of Applicant Printed Name of Applicant