



CITY OF LARGO

Community Development Department
Building Division | 727-586-7488

OFFICIAL USE ONLY

BTR # _____
TOTAL FEE _____
SIC# _____

Application/Affidavit for Business Tax Receipt 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 (Home Office)? _____ %
(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

AFFIDAVIT

Chapter 16, Section 16.5 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 11 or the adult use provisions of Chapter 7.
- E) 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, understand, and shall comply with the above restrictions to the HOC.

Signature of Applicant

Printed Name of Applicant