



# CITY OF LARGO

Community Development Department  
Building Division 727-586-7488

## Application/Affidavit for Business Tax Receipt Home Office of Convenience (HOC)

PLEASE PRINT:

U.S. CITIZEN \_\_\_\_\_

Email Address \_\_\_\_\_

NAME: \_\_\_\_\_

FEIN OR S.S. # \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_ ZIP+4 \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ ZIP+4 \_\_\_\_\_

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

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

Type: \_\_\_\_\_

Activities: \_\_\_\_\_

1. WHAT PERCENTAGE OF THE RESIDENCE WILL BE DEVOTED TO THE HOC (Home Office)?  
\_\_\_\_\_ % (See D 1.)

2. HOW DOES THE HOC GENERATE BUSINESS?  
\_\_\_\_\_ (Examples: signs, word of mouth, newspaper ads)

3. 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 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.

Printed Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_