



City of Springfield
3529 E. 3rd St.
Springfield, FL 32401

FAX: (850) 747-5663
Phone: (850) 872-7570

Business License Tax Receipt

City File No. _____

Name of Business: _____

Business Address: _____

Owner of Record: _____

Address of Owner: _____

Owner's Phone No. _____ Business Phone No. _____

Explain the type of business and list all business activities below:
(Attach additional sheet if necessary)

Three horizontal lines for business description

Type of Occupational License being requested:

- Commercial license in Commercial or Mixed Use Zoning
HOME BUSINESS - Any occupation which is operated by a member of the family residing upon the premises, except retail sales, business which generates objectionable traffic, Business which requires objectionable material, storage or mechanical equipment. *
HOME OFFICE of CONVENIENCE - A quasi-office use where the occupant conducts no business other than by phone or mail, where no persons are employed by the applicant, where an office is needed for the purpose of sending and receiving mail and telephone calls, maintaining records and other similar functions. *

(* As defined in the City of Springfield Comprehensive Plan and Land Development Regulations.)

OFFICIAL USE ONLY APPLICANT, DO NOT WRITE IN THIS BLOCK

FIRE SAFETY INSPECTION BY THE CITY OF SPRINGFIELD FIRE DEPARTMENT REQUIRED PRIOR TO ISSUANCE OF BUSINESS LICENSE. YES [] NO []

Address to be inspected: _____

Date Fire Inspection Completed _____

I understand that should the City grant the requested Business License the same may be canceled by the City with the fee being refunded on a pro-rated basis. I further understand that in some circumstances a preliminary or temporary license may be granted pending receipt by the City of other required certificates, permits or documentation required for doing business in the State of Florida. I acknowledge that it is my responsibility as applicant to comply with all City, State and Federal laws and requirements of this business, including registration of fictitious names, City requirements for Planning Board approval of any signs to be erected in Springfield and that failure to do so now or in the future will be grounds for the City of Springfield to deny or cancel this Business License without notice. I have read the reverse side of this application.

OWNER/APPLICANT SIGNATURE: _____ DATE: _____

APPROVED [] DENIED [] THIS _____ DAY OF _____, _____

Conditions: _____

SIGNATURE OF AUTHORIZED OFFICIAL: _____

AMENDING DEFINITION IN LDR SECTION 1., PG. 11 GOVERNING REQUIREMENTS FOR ISSUANCE OF A HOME BUSINESS LICENSE. Revised July 6, 1998:

A home occupation is that business activity in a residential land use district that meets all of the following requirements:

- 1. Is conducted within the confines of a residence.**
- 2. Is conducted ONLY by members of the family domiciled within the residence where the occupation is located and such family members will be the only participants in the occupation at that location.**
- 3. Will not continuously maintain an inventory of goods or products for delivery to customers or for pickup by customers from the property where the occupation is located.**
- 4. Stores all materials, equipment and supplies used in the conduct of the occupation entirely within the residence or in an accessory structure.**
- 5. Does not generate any traffic which causes any roadway to exceed the adopted level of service standard specified.**
- 6. Does not use a delivery vehicle to or from the residence exceeding two (2) trips per day.**
- 7. Has no marked equipment used in conjunction with the home occupation placed on or about the residence that would advertise, identify or otherwise attract attention to the residence except as with the following restrictions: Vehicle signs, painted or detachable, shall not exceed a total surface area of more than four (4) square feet and shall not be placed on more than two(2) sides and one (1) end of the vehicle. There shall be no signs attached to the top of any vehicle nor shall there be any banners or streamers attached to the vehicles. No more than one vehicle shall be used for such purposes and such vehicle (s) shall, at all times, be operational, legally tagged and in regular ordinary use.**
- 8. Does not create noise, vibration, glare, fumes, smoke, dust or electrical interference detectable to normal senses beyond the lot line or common wall of the residence, whichever is applicable.**
- 9. Does not display projects, operations, signs or name plates in or about the residence or accessory structure which are visible from the outside of the residence or structure.**
- 10. All parking will be restricted to the property of the occupational residence with no intrusion upon other public or private property nor shall there be indiscriminant parking on or about the yard or property of the occupational residence.**

VIOLATION OF ANY OF THE ABOVE RESTRICTIONS SHALL BE CAUSE FOR REVOCATION OF THE OCCUPATIONAL LICENSE.

Requirements for Motor Vehicle Repair Services, Ordinance 424:

Florida State Statute 590.905 requires that any time a customer requests repairs to a vehicle that will exceed \$100.00 the automotive repair shop shall prepare a written repair estimate. The City of Springfield requires that any motor vehicle repair shop operating in the City maintain a copy of the estimate provided to the customer for any vehicle on the premises. No vehicle shall be stored on the premises beyond the repair completion date. Reasonable documentation must be maintained showing notification for customers to pick their vehicles up and in no case shall such delay be in excess of ten days. Storage of vehicles for any reason including for the purposes of sale or salvage, in whole or in part, is prohibited. Violation of this requirement shall be grounds for the issuance of a civil violation citation and/or for cancellation of the occupational license.

Information for State required estimate of repairs is found in FSS 590.905.

THIS IS NOT A SIGN PERMIT APPLICATION. All signs must be approved by the Springfield Planning Board prior to installation. Sign Permit Applications are available at the Springfield City Hall.

Photo Identification required: _____
Driver's license number and state Other

It is your responsibility as applicant to maintain your occupational license information in a current status at City Hall. Please advise the Business License Office of any changes of addresses, telephone numbers, ownership or other information that may effect the license fees. All occupational licenses expire September 30th of each year. Returned mail on renewal notices may cause unnecessary delays and delinquent fees.