



**CITY OF FREEPORT  
HOME OCCUPATION PERMIT APPLICATION**

**NAME OF PROPOSED OPERATION:** \_\_\_\_\_

Name of Permit Applicant: \_\_\_\_\_  
*(Applicant must be a resident of the home where the home occupation is to be conducted.)*

Applicant's Address:  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Phone Number(s):  
\_\_\_\_\_

Owner of Property (Submit proof of ownership): \_\_\_\_\_

Property Owner's Address:  
\_\_\_\_\_  
\_\_\_\_\_

Owner's Telephone Number(s):  
\_\_\_\_\_

Parcel Identification Number (Obtain from Property Appraiser's Office):  
\_\_\_\_\_

Legal Description of Parcel (Attach If Necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Driving Directions to Site from Freeport City Hall: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intended Home Occupation (type of business):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CODE LANGUAGE**



**CITY OF FREEPORT  
HOME OCCUPATION PERMIT APPLICATION**

**City of Freeport Definition of “Home Occupation”:**

An occupation, profession or any use, whether for monetary compensation or not, carried on by a member of a family residing on the premises or an occupant thereof, which use is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character thereof. No mechanical equipment may be installed except such used purely domestic or household purposes; and provided not over 25 percent of the total ground floor area is used for home occupation purposes.

**City of Freeport Code Language re “Home Occupations”:**

**1. Home Occupations**

A home occupation shall be allowed in a bona fide dwelling unit, subject to the following requirements.

- a. No person other than members of the family residing on the premises shall be engaged in such occupation.
- b. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and shall under no circumstances change the residential character of the structure.
- a. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation, other than one sign not exceeding one square foot in area, non-illuminated, mounted flat against the wall of the principal building at a position not more than two (2) feet from the main entrance of the residence.
- b. No home occupation shall occupy more than twenty (20) percent of the first floor area of the residence. No accessory building, freestanding or attached shall be used for a home occupation.
- c. No traffic shall be generated by such occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a front yard required pursuant to this Code.
- d. No equipment, tools or process shall be used in such a home occupation which created interference to neighboring properties due to noise, vibration, glare, fumes, odors, or electrical interference. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio, telephone, or



**CITY OF FREEPORT  
HOME OCCUPATION PERMIT APPLICATION**

television receivers off the premises or causes fluctuations in line voltage off the premises.

- e. Fabrication of articles commonly classified under the terms arts and handicrafts may be deemed a home occupation, subject to the terms and conditions of this definition and providing no retail sales are made at the home.
- f. Outdoor storage of materials shall not be permitted.
- g. The following shall not be considered home occupations: beauty shops, barbershops, band instrument or dance instructors, swimming instructor, studio for group instruction, public dining facility or tea room, antique or gift shops, photographic studio, fortune telling or similar activity, outdoor repair, food processing, retail sales, nursery school, or kindergarten. (Others may be added based on local preference.)
- h. The giving of individual instruction to one person at a time such as an art or piano teacher shall be deemed a home occupation; individual instruction as a home occupation for those activities listed in paragraph I above shall be prohibited.
- i. A home occupation shall be subject to all applicable city/county occupational licensing requirements, fees, and other business taxes.

I have read and understand the limitations of operating a home-based business as specified above.

---

Signature of Applicant

Date of Signature

**REQUIRED SUBMITTALS\*:**

- A. Site plan showing with locations of all structures on-site with setbacks from property boundaries at a scale no greater than 1 inch = 50 feet. One parking space per 350 square feet to be used as the home occupation must be



**CITY OF FREEPORT  
HOME OCCUPATION PERMIT APPLICATION**

provided on-site. Parking cannot be provided off-site.

B. A floor plan of the home showing dimensions of all rooms within the structure. The area to be used as the home occupation should be shaded. Submit a statement of the gross square footage of the ground floor of the home and the gross square footage of the ground floor to be used as a home occupation. (The area to be used as the home occupation cannot exceed 25% of the gross square footage of the ground floor of the home).

C. If food is being cooked / served / catered, the applicant must have a letter of approval from the Walton County Environmental Health Office; approval from the Florida Department of Business Regulation in Panama City; a letter from the Walton County Building Official that the structure meets the firewall rating requirements and code requirements for a commercial kitchen.

D. If the home is being leased / rented, submit a notarized letter from the owner giving the occupant permission to operate the home occupation on the premises.

E. One sign is allowed, not exceeding one square foot in area, non-illuminated, mounted flat against the wall of the principal building at a position not more than two (2) feet from the main entrance of the residence. And illustration of the sign and dimensions and illustration of its proposed location on the structure must be submitted for approval.

***\*The City of Freeport reserves the right to request additional information which may be necessary for the review and completion of this application.***

*Attention! If you are applying for a home occupation permit, be advised that there may be deed restrictions or subdivision covenants that prohibit all commercial activities for your parcel. Deed restrictions and/or covenants which 1) pre-date city ordinances and 2) are stricter than city ordinances supersede those city ordinances. Violations of deed covenants and restrictions are subject to Chapter 689.18 Florida Statutes and are punishable by law.*

I have read and understand that as the applicant, I must live on the premises of the proposed home occupation. I further understand that all of the above requirements must be met in order for me to operate the home occupation from my residence.

---

Applicant's Signature

Date of Signature

**FLORIDA STATUTES 837.06 -- FALSE OFFICIAL STATEMENT**

Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree.



**CITY OF FREEPORT  
HOME OCCUPATION PERMIT APPLICATION**

---

**SIGNATURE OF APPLICANT**

Date of Signature

---

**NOTARY PUBLIC**

Note: This application will not be processed if it is incomplete or without the notarized signature of the applicant.

APPLICATION FEE: \$250.00 in check or money order made payable to City of Freeport; to be submitted with application.