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## Walton County Planning and Development Services

### APPLICATION FOR HOME OCCUPATION

#### Application Package Contents

**ALL APPLICATIONS SHALL BE SUBMITTED USING THE ONLINE PORTAL**

<https://www2.citizenserve.com/waltonplanning>

Within any residential area, a home occupation shall be allowed in a bona fide dwelling unit provided that the home occupation is clearly incidental and subordinate to the use of the property for residential purposes, does not change the outside appearance of the residential unit, does not occupy more than twenty-five percent (25%) of the total floor area of the residence, does not result in an increase in expected traffic, and does not create interference to neighboring properties. Walton County Comprehensive Plan – Policy L-1.15.5

	Page No
Submittal Checklist Home Occupation	2
Application	
• Application Information	4
• Required Signature	5
• Notary Page	5
Agent Affidavit / Special Power of Attorney	6

## SUBMITTAL CHECKLIST

### APPLICATION FOR HOME OCCUPATION – INITIAL SUBMITTAL WILL INCLUDE THE FOLLOWING ITEMS

If any submittals do not meet these requirements, they will not be accepted

*(Credit Cards Accepted or Check payable to Walton County)*

- Fee for Home Occupation Application: \$225
- Agent Affidavit
- Proof of Ownership or Lease Agreement
- Completed Application
- 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 provided on-site. Parking cannot be provided offsite.
- A floor plan of the home showing dimensions of all rooms within the structure must be included. The area to be used as the home occupation should be shaded. Submit a statement of the gross square footage of the home and the gross square footage of the structure 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 home).
- 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.
- If you own the home, please provide a copy of your deed. 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.
- All services which would require state permits.
- One sign with a maximum of 1-foot x 2-foot square is permitted for a home occupation.  
*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 county ordinances and 2) are stricter than county ordinances would supersede those county ordinances. Violations of deed covenants and restrictions are subject to Chapter 689.18 Florida Statutes and are punishable by law.*

## **WALTON COUNTY COMPREHENSIVE PLAN**

### **2.02.00. K Home Occupations**

Within any land use district classified as residential, a home occupation as defined in this Code shall be allowed in a bona fide dwelling unit provided that:

1. 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 or create a nuisance in relation to neighboring residential properties.
2. 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 two square feet in area.
3. No home occupation shall occupy more than 25 percent of the total floor area of the residence.
4. 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.
5. No equipment, tools, or process shall be used in such a home occupation which creates 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 television receivers off the premises or causes fluctuations in line voltage off the premises.

### **2.02.01.C. Large Scale Agriculture (LSA)**

For lots of five (5) acres or more, a home occupation may occupy an accessory structure onsite. An accessory structure housing a rural home occupation may not exceed two thousand (2,000) square feet. Buffers may be required where adjacent to residential areas.

### **2.02.02 General Agriculture (GA)**

Rural Home occupations which are clearly subordinate to the residential land use, and occupy no more than twenty-five percent (25%) of the floor area of the residential dwelling on the site. If the lot is a minimum of five (5) acres, the rural home occupation may occupy an accessory structure on the site. An accessory structure housing a rural home occupation may not exceed two thousand (2,000) square feet. Buffers may be required where adjacent to residential areas.

### **2.02.03 Estate Residential (ER)**

Rural Home Occupations that are clearly subordinate to the residential land use and occupy no more than twenty-five percent (25%) of the floor area of the residential dwelling on site. If the lot is a minimum of five (5) acres, the rural home occupation may occupy an accessory structure on the site. An accessory structure housing a rural home occupation may not exceed two thousand (2,000) square feet. Buffers may be required where adjacent to residential areas.

### **2.02.19. Traditional Neighborhood Development (TND)**

Home occupation uses which comply with the provisions of this Code are allowable if located on the ground floor.

**Applicant**

Name: \_\_\_\_\_

If company or corporation, name of secretary or officer

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

**Owner**

Name: \_\_\_\_\_

If company or corporation, name of secretary or officer

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

**Property Information**

Parcel Identification Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Intended Home Occupation (Type of Business): \_\_\_\_\_

\_\_\_\_\_

**Agent Affidavit / Special Power of Attorney**

STATE OF FLORIDA COUNTY OF WALTON

KNOW ALL MEN BY THESE PRESENTS, that I \_\_\_\_\_ am presently the owner and/or leaseholder of \_\_\_\_\_ and desiring to execute a Special Power of Attorney, have made, constituted and appointed, and by these presents do make, constitute and appoint \_\_\_\_\_ whose address is \_\_\_\_\_. County of \_\_\_\_\_, State of \_\_\_\_\_, my Attorney full power to act as my agent in the process of obtaining an \_\_\_\_\_ pertaining to \_\_\_\_\_.

FURTHER, I do authorize the aforesaid Attorney-in-Fact to perform all necessary tasks in the execution of aforesaid authorization with the same validity as I could effect if personally present. Any act or thing lawfully done hereunder by the said attorney shall be binding on myself and my heirs, legal and personal representative, and assigns.

PROVIDED, however, that any and all transactions conducted hereunder for me or for my account shall be transacted in my name, and that all endorsements and instruments executed by the said attorney for the purpose of carrying out the foregoing powers shall contain my name, followed by that of my said attorney and the designation "Attorney-in-Fact."

WITNESSES:

APPLICANT:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by:

[ ] Physical Presence

- OR -

[ ] Online Notarization

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_, for \_\_\_\_\_.

Printed Name of Notary Public

\_\_\_\_\_  
Signed Name of Notary Public

\_\_\_\_\_  
Commission  
Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

(SEAL)

**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 or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083 .

I have read and understand all the information provided in this application, the requirements listed within the application, and agree to provide the necessary information requested by Walton County. The information I have provided on this application is true and correct to the best of my knowledge.

Applicant's Signature

Printed Name

Date

\_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by:

Physical Presence

- OR -

Online Notarization

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

By \_\_\_\_\_, as \_\_\_\_\_,

for \_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Name of Notary Typed, Printed or Stamped

Personally Known

Produced Identification

Type of Identification Produced: \_\_\_\_\_

\_\_\_\_\_