Planning & Zoning Department
Occupational License Division

HOME OFFICE PROCEDURES AND AFFIDAVIT FOR RESIDENTIAL ZONES

Address:_____ **Date:**_____

Property Owner:_____

To apply for a Certificate of Use and Occupancy (C.O.) for a home office, make application with the Zoning Permits Section of the Miami-Dade County Department of Planning and Zoning, pursuant to section _____ of the Miami-Dade County Code.

SUBMIT THE FOLLOWING INFORMATION AND DOCUMENTS:

- Completed Certificate of Use and Occupancy application form, including folio number.
- Detailed floor plan showing the size and dimensions of the house as well as the specific area that will be utilized for the home office within the house. The floor plan must be drawn to scale on white paper (8 ½ x 11).

REQUIREMENTS:

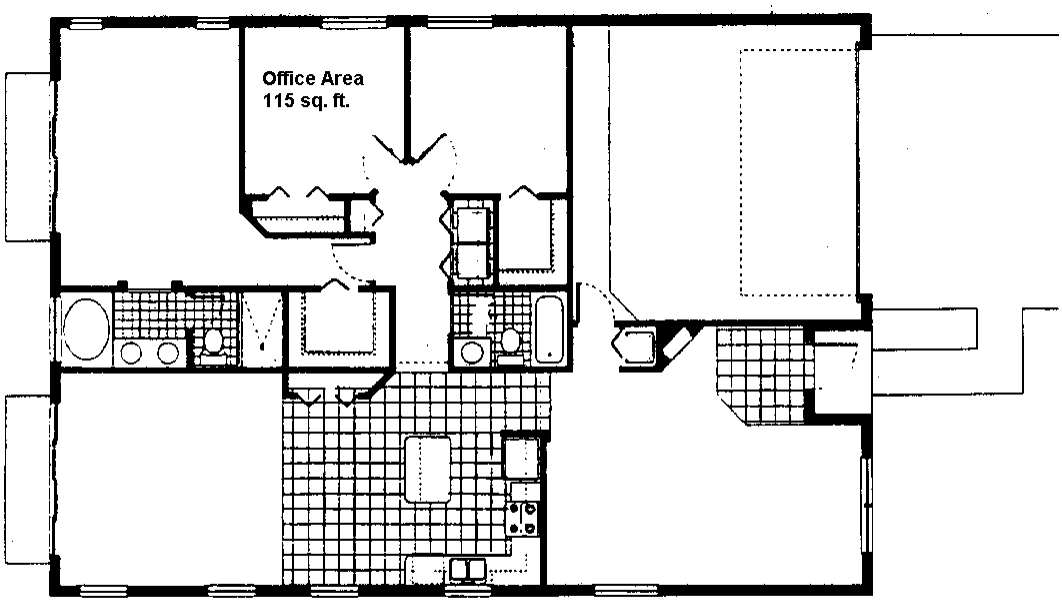
A home office is permitted as an ancillary use to all lawful residential uses subject to the following limitations:

- The area of the dwelling unit devoted to a home office shall not exceed 200 square feet of the house, including the garage area. (A garage cannot be used as a home office without going through the building permit process to convert the garage into a habitable room.)
- The home office cannot be from an accessory building or other structure detached from the residence.
- The home office use must be conducted by a member of the household residing in the dwelling unit, and no person shall be employed at any time in connection with the home office use who is not a member of the household residing in the dwelling unit. (A disabled individual may employ a personal care attendant as necessary to accommodate a home office on the site for the disabled person.)
- No sign relating to the home office may be posted or displayed on the site. No vehicle may display any sign that might serve to indicate that the dwelling unit is being used for a home office.
- No customers, venders, clients, suppliers or other patrons shall be served in person on the site.
- There shall be no display, manufacturing, distribution, repair or storage of any type of materials, merchandise or other products on the premises
- There shall be no change in the outside residential character of the building or premises as a result of the home office use, or any visible evidence of business activity.
- More than one (1) home office may be permitted in a dwelling unit if each home office complies with all of the above requirements, and that the combined total square footage of all home office area in the house does not exceed two hundred (200) square feet.

PROCEDURES:
Once the floor plan has been submitted and approved, a zoning inspection will be made to determine compliance with the above requirements prior to the issuance of the C.O.

Be advised that the Home Office C.O. will expire every year on September 30th.

Below is an example of a floor plan drawn to scale. Note the area for the office use does not exceed 200 square feet.



Scale 1" = 10'

I hereby agree to the above captioned zoning requirements.

_____
Tenant/Owner