



**City of Dunnellon
Community Development
Multi-Use Zoning Permit Application**

For City Use Only
Permit Number Assigned:

Applicant Information:

Applicant Name: _____ Date: _____
Business Name: _____ Type: dba / corp. / other _____
Business Address: _____ Zip: _____
Home Phone: _____ Cell: _____ Email: _____
Location Address: _____ Zip: _____
Contact Person if other than above: _____ Phone: _____

Zoning Information

Total Sq. Ft. Under Roof: _____ Existing Zoning: _____ City Business License Required: Y N
Historic District: Y N Board Approval Required: Yes No Meeting Date/Time: _____
Subject Property Parcel Number: _____ Find it at: www.pa.marion.fl.us
Number of Parking Spaces Available: _____ Number of Available Seats, Beds, or Rooms: _____
For Daily Use/Home Occupation/Tent & Inflatable Permits Owner Authorization Needed: Y N
Proposed Use, if applicable: _____
Date/Times of Use, if applicable: _____

Zoning Permit Application (please check all that apply)

- Annual Fire Inspection
- Right of Way
- Change of Occupant/Occupancy
(Requires Fire & Building Safety Inspections)
- Daily Use
- Other: _____
- Public Use
- Sign
- Tent/Inflatable
Stand-alone or w/Zoning Permit
(Requires Fire & Building Safety Inspections)
- Home Occupation

.....
I DO HEREBY AFFIRM THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Applicant Signature

Date

Sign Permit:

Application will not be process without scale color diagram, drawing,

Location of Sign: Window Door Wall Other _____ Dimensions of Sign: _____

Temporary Permanent Illuminated: Yes No

Historical Board Approval Needed? Yes No Approval Date: _____

.....
Contractor Name _____ License # _____

Phone: (_____) _____ City Reg. # _____

Address: _____

Contractor Signature: _____

A licensed, registered electrical contractor must hook-up electrical signs other than plug-in.

Electrical Contractor: _____ License # _____

Phone: (_____) _____ City Reg. # _____

Address: _____

Electrical Contractor Signature: _____

Right of Way Permit:

- 1) Proposed Construction Within Right-of-Way:
 - Driveway Sidewalk Utility (type): _____
 - Road (type, right-of-way width, land width): _____
 - Tree Removal: _____ Other: _____

- 2) Contractor: _____ Lic. Number: _____
- Telephone: _____ Fl. Locates Ticket #: _____
- Address: _____

3) This Application Becomes A Permit When Signature Of Authorization Is Affixed And Is Issued Subject To The Following Conditions.

- 1. All authorized work shall be completed in accordance with the provisions of this Permit, The City of Dunnellon's Land Development Code and the Code of Ordinances, the Public Services Department Standard Construction Specifications, and any other applicable regulation.
- 2. Private driveways, public utilities, and other such improvements permitted herein are considered as remaining in private ownership. The owners of such facilities, or their successors or assigns, shall be responsible for maintaining such facilities in good and safe repair. Chapters 125 and 337 Florida Statutes also apply.
- 3. This permit expires ninety (90) days from date of approval, if work has not commenced.
- 4. Please contact the Public Services Department at 352-465-8590 to schedule an appointment for inspection of the site BEFORE commencing any work. Forty-eight (48) hours notice is required.
- 5. Before any contractor penetrates ground, the contractor must call Sunshine One-Call of Florida at 8-1-1 per Florida Statute Chapter 556.
- 6. **Driveway aprons require an additional inspection of the form before pouring. Please contact the Public Services Department at 352-465-8590 to schedule an appointment. Twenty-four (24) hours notice is required.**
- 7. Permit must be on job site at all times work is being performed.

Special Conditions: _____

Tent/Inflatable Permit: (Seven Day Maximum)

REQUIRED documents:

- a) Notarized Letter of Authorization from Property Owner(s)
- b) Certificate of Flame Resistance is REQUIRED for all tents
- c) Proof of Liability Insurance
- d) State Vendor’s License (if applicable)
- e) Site Plan Showing Tent Placement on the Property

Please read and complete the applicable section(s) below:

Daily Use Permit: (for daily vendors setting up & packing up each day)

- 1) Will there be food sold on this property? If so, please provide Health Certificate. Yes No
- 2) Will other items be sold on this property? Yes No
Please list: _____
- 3) Please Complete Form (A) attached.

Home Occupation Permit:

- 1) Complete Form (B) attached.
- 2) Provided a floorplan illustrating location in home where business is to be conducted. You may use Form A or attach a separate page.

Public Use Permit:

Not for Profit corporations shall be allowed to sell goods, wares, and merchandise in public squares and parks upon the issuance of a public use permit. Note: This permit applies to Ernie Mills Park, Centennial Park, Datesman Park, L.O. Robinson Park, and the Dunnellon Middle School Property only. NOTE: Events that will affect vehicle or pedestrian traffic flow, road closings, and/or more than 25 participants require a Special Event Permit Application and approval. Special Event Permit Applications must be submitted at least 30 days prior to the scheduled date. Additional Fees may be charged by the City for services necessary to cover approved events. Fees will be based on actual costs.

Initial verifying you have read and understand the conditions for issuance of the public use permit: _____

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FORM (A)

**ALL PARKING SPACES MUST BE MARKED WITH WOODEN STAKES OR OTHER SAFE, VISIBLE MARKERS. SPRAY PAINT IS PROHIBITED.**

Using the Site Plan Sketch, please provide the following for setup on DEVELOPED property.

- All street frontages and names.
- All existing driveways.
- All existing buildings, parking lots/spaces, and fire lanes in and around the vendor stand.
- Indicate the properties parking lot flow of traffic with up/down arrows, stop signs, etc.
- Describe all traffic control devices and their locations being used by the vendor (i.e. traffic cones, barriers, etc.). **Police tape and concrete barriers are prohibited.**

Using the Site Plan Sketch, please provide the following for setup on VACANT property.

- All street frontages and names
- All proposed driveways (entrance and exit) if not already existing.
- Map out all proposed parking spaces.
- Describe all traffic control devices and their locations being used by the vendor (i.e. traffic cones, barriers, etc.). **Police tape and concrete barriers are prohibited.**

**SITE & FLOORPLAN\* SKETCH**  
**(may also be used for Home Occupation drawing)**

Applicant Name:

Date:

Number of Parking Spaces:

Number of Parking Spaces Taken:

\*\*Indicate North

**\*floorplan must show location(s) of Fire Extinguisher(s) and Exit Sign(s)**  
**SITE PLAN MAY BE DRAWN ON ANOTHER FORM IF ALL INFORMATION REQUIRED ABOVE IS INCLUDED.**

FORM (B)

Home Occupancy General Affidavit

Home Occupation Permit Number: \_\_\_\_\_

COMES NOW, \_\_\_\_\_, in the City of  
Dunnellon, County of Marion, State of Florida, and who makes the statement and  
affidavit upon oath that the following matters and facts set forth herein are true and  
correct:

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

\_\_\_\_\_  
Applicant's Signature / Date

\_\_\_\_\_  
Applicant's Name (Printed)

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

State of Florida  
County of Marion

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_,  
by \_\_\_\_\_, who is ( ) personally known to me or who ( ) has  
produced \_\_\_\_\_ as identification.

(Seal)

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

## Home Occupation Regulations

(For full text, see City Code, Subpart B, Land Development Regulations, Section 9.2.11)

Home occupations may be conducted in all residential districts under the following provisions:

- A. There shall be no display of goods or advertising visible from any street.
- B. A non-illuminated nameplate, not exceeding one square foot in area, may be displayed providing the same is affixed flat against the exterior surface at a position not more than two feet distance from the main entrance to the residence.
- C. No home occupation shall occupy more than 20 percent of the first-floor area of the residence, exclusive of the area of any open porch or attached garage or similar space not suited or intended for occupancy as living quarters. No rooms which have been constructed as an addition to the residence, nor any attached garage or porch which has been converted into living quarters, shall be considered as floor area until two years after the date of the completion thereof, as shown by the records in the zoning department of the city.
- D. No home occupation shall be conducted in an accessory building but must be conducted in the residence of the proprietor.
- E. No electric motor having greater than one-third horsepower rating shall be used in the conduct of any home occupation; and the total combined ratings of such permitted electric motors shall not exceed one horsepower.
- F. The following shall not be considered home occupations: beauty shops, barbershops, photographic studios, fortune-telling, outdoor repair, retail sales, or nursery schools caring for more than three children other than children related by marriage, blood, or adoption.
- G. All motors and equipment used in the conduct of any home occupation shall be shielded so as not to cause radio or television interference.
- H. Only members of the immediate family living in the residence shall be permitted to work at the home occupation.
- I. No use may be conducted entailing the use of chemicals or matter of [or] energy that may create or cause to [be] created objectionable noise, noxious odors or hazards dangerous to the public health, safety or welfare.
- J. Any person desiring to conduct a home occupation in a residential district shall first apply to the zoning department for a permit. Such application to be on a form provided by the zoning department and shall include, but not limited to the following information;
  - (1) Name of applicant.
  - (2) Location of residence where home occupation, if approved, will be conducted.
  - (3) Total floor area of the first floor of the residence.
  - (4) Area of room or rooms to be utilized in the conduct of the home occupation.
  - (5) A sketch showing the floor plan and the area to be utilized for the conduct of the home occupation.
  - (6) The nature of business of the home occupation.
- K. The zoning department-head shall approve the issuance of a permit for the described home occupation. A fee of \$2.00 to cover administrative costs shall be collected at time of issuance.
- L. Any resident of the city shall have the right to object to the issuance of a home occupation permit and shall have the right to request a hearing before the planning commission. The planning commission shall have the power to revoke any occupation permit if, after the hearing, they find the holder of the occupation permit to be a nuisance.

| Permit Type                                           | Fees              | Fee Total |                     | Code  |
|-------------------------------------------------------|-------------------|-----------|---------------------|-------|
| <b>Annual Fire Inspection:</b>                        | \$40.00           |           |                     | 34290 |
| <b>Change of Occupancy:</b>                           |                   |           |                     |       |
| Fire Safety Plan Review                               | \$40.00           |           |                     | 34290 |
| Fire Safety Inspection                                | \$40.00           |           |                     | 34290 |
| Building Code Inspection                              | \$75.00           |           |                     | 32200 |
| <b>Daily Use:</b>                                     |                   |           |                     | 32202 |
| Permit Fee                                            | \$125.00          |           |                     | 32202 |
| Fire Safety Plan Review (if applicable)               | \$40.00           |           |                     | 34290 |
| Fire Safety Inspection (if applicable)                | \$40.00           |           |                     | 34290 |
| Building Code Inspection                              | \$75.00           |           |                     | 32200 |
| Tent                                                  | \$125.00          |           |                     | 34290 |
| Sign                                                  | \$125.00          |           |                     | 32202 |
| <b>Home Occupation:</b>                               | \$2.00            |           |                     | 32202 |
| <b>Public Use:</b>                                    | \$125.00          |           |                     | 32202 |
| Trash Deposit (separate check)                        | \$300.00          |           | Refundable          | 36000 |
| <b>R.O.W.</b>                                         | \$125.00          |           |                     | 32202 |
| <b>Sign</b>                                           | \$125.00          |           |                     | 32202 |
| <b>Tent/Inflatable Stand Alone or w/Zoning Permit</b> | \$125.00          |           |                     | 32202 |
| Fire Safety Plan Review                               | \$40.00           |           |                     | 34290 |
| Fire Safety Inspection                                | \$40.00           |           |                     | 34290 |
| Trash Deposit (separate check)                        | \$300.00          |           | Refundable          | 36000 |
| Building Code Inspection                              | \$75.00           |           |                     | 32200 |
| <b>After the Fact Permit (Failure to Comply)</b>      | Double Permit Fee |           |                     |       |
| <b>Business Tax Receipt (BTR)</b>                     | <b>\$57.42</b>    |           | <b>Pay Separate</b> | 32100 |
| <b>Admin Fee</b>                                      | \$75.00           |           |                     | 32201 |
| Other:                                                | \$                |           |                     |       |
| <b>Other:</b>                                         | \$                |           |                     |       |

total: \$0.00

**FOR CITY USE ONLY:**

**Zoning Requirements:**

Is Proposed Business Compatible with Zoning?  Yes  No  
If not, why not? \_\_\_\_\_  
Minimum Number of Parking Spaces Required: \_\_\_\_\_  
Number of Parking Spaces Available: \_\_\_\_\_  
Exempt from Parking Requirements?  Yes  No  
Authorization Letter From Property Owner Attached?  Yes  No  
Historic Board?  Yes  No

**Approved to Issue Inspection or Final Permit:**

Community Development: \_\_\_\_\_ Date: \_\_\_\_\_

**For Right of Way Permits Only:**

Streets and Roads: Please Attach Notes

**A) Stormwater:**

Initial Inspection:  Approved  Disapproved

Signature of Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

**B) Driveway apron/forming & pouring/final install of culvert pipe or storm drainage/etc.:**

Final Inspection:  Approved  Disapproved Date: \_\_\_\_\_

Signature of Authorization: \_\_\_\_\_ Title: \_\_\_\_\_

**Utilities:**

Verify that Locate Requested:  Yes  No Ticket #: \_\_\_\_\_ (Contractor to call 811)

**Public Safety (attach comments if applicable):**

Initial Inspection:  Approved  Disapproved Date: \_\_\_\_\_

Signature of Authorization: \_\_\_\_\_ Title: \_\_\_\_\_

Final Inspection:  Approved  Disapproved Date: \_\_\_\_\_

Signature of Authorization: \_\_\_\_\_ Title: \_\_\_\_\_

**Community Development (attach comments if applicable):**

Initial Inspection:  Approved  Disapproved Date: \_\_\_\_\_

Signature of Authorization: \_\_\_\_\_ Title: \_\_\_\_\_

Final Inspection:  Approved  Disapproved Date: \_\_\_\_\_

Signature of Authorization: \_\_\_\_\_ Title: \_\_\_\_\_