



CHECK LIST OF REQUIREMENTS TO OBTAIN A LOCAL BUSINESS TAX RECEIPT

Prior to submitting an application, please contact the Zoning Department first at 954-797-2225 to determine if the proposed use is allowed at the location you are requesting. This step may be skipped if you are a professional joining an existing business or if you are applying for a change of ownership.

The applicant must be a documented authorized representative of the business.

Complete the Application for Local Business Tax.

Write a notarized letter of intent (signed by the applicant) to be submitted with your application, which must include the following:

Table with 3 columns: Name of business, Address of business, Date, Hours of operation, Number of employees, Printed name of applicant, Detailed business description, Square footage of business, Title of applicant

A copy of the corporate documents and/or fictitious name filing. Please print the cover page from Sunbiz.Org. This requirement is waived for sole proprietors.

A copy of the Driver License of the applicant.

Businesses which are wholesale, retail, manufacturing or storage complete an affidavit of square footage.

Businesses which are hotels, apartments or vehicle rentals must complete a statement of units.

Businesses which are food service must complete a statement of seating and provide an inspection report from the Department of Hotels and Restaurants or Department of Agriculture.

If your business or profession requires a federal registration, state license or county certificate a copy must be submitted with your application.

If your business is utilizing a mailbox for the business address you must supply a copy of the mailbox lease. You may not use a U.S. Post Office mailbox.

Payment: \$15 for the application fee, annual Local Business Tax fee (varies based on the classification of the business) and \$270 for code compliance inspections. The code compliance fee may be waived for the following documented situations: the business is sharing space within an existing business; a professional joining an existing office; business address is a mailbox; current construction with an active building permit.

This check list is not all-inclusive for every classification of business. Please contact this office for additional requirements specific to the nature of your business.

Annual Local Business Tax: _____

Total due with application: _____