The following is required for every application:

- Complete the Application for Local Business Tax Receipt including an original signature of the applicant.
- Proof of Entity. Please print the Detail by Entity Name and/or the Fictitious Name Detail from Sunbiz.Org. Sole proprietors should use the Fictitious Name Affidavit form.
- Write a notarized letter of intent, which must include (but is not limited to) the following:
  - Name of business
  - Days and hours of operation
  - Detailed business description
  - Number and type of commercial vehicles
  - Address and telephone of business
  - Number of people working at location
  - Square footage of location
  - Parking plan for commercial vehicles
  - Date of application
  - Printed name of owner / applicant
  - Title of owner / applicant
  - Name of all licensed professionals

Additional documentation may be required including but not limited to, the following:

- Statement of Square Footage - a form required for businesses which are merchants, manufacturing, or storage.
- Statement of Units – a form required for businesses which are apartments, hotels/motels, or vehicle rentals.
- Statement of Seating – a form required for businesses which are food service.
- If your business or profession requires a federal registration, a state license or registration, or a county license or certificate, you must submit a current copy with the application.
- If you are utilizing a mailbox or virtual office for the business address you must supply a copy of the current contract and/or lease. You may not use a U.S. Post Office mailbox.
- Change of ownership requires a Bill of Sale or other proof of ownership transfer.

Important information:

- Verify that the proposed business use is currently permitted at the location by calling Zoning at 954-797-2225. This is for your information, written approval is not required. A Local Business Tax Receipt will not be issued to a location which is not in compliance with appropriate zoning laws. Applications are reviewed by Zoning.
- Cost: $15 application fee, $270 code compliance inspection fee*, and the annual Local Business Tax fee. This may be combined into one payment. The annual fee varies, dependent upon the classification of the business (Sec.14-39, City Code) as determined by The City Clerk’s Office. Payment is due at the time of application and may be made with cash, check, money order, debit or credit card. All card transactions must be in person and have a 3% fee added by the processing company. *Code compliance inspections may be waived for the following documented situations: business address is a mailbox or virtual office; application is for a professional or entity joining or sharing space within a currently licensed and recently inspected business; application is for a location which has or will receive a Certificate of Occupancy within 10 business days.
- Timing: Application review and approval may take up to two weeks. Paperwork and payment should be submitted approximately two weeks prior to business opening. Change of ownership applications are required within 10 business days of transaction. If you have a building permit, submit application just prior to scheduling final inspections. Inspections are scheduled after application approval. The business certificate will be issued after approval and once inspections are complete or a C.O. is issued for construction.
- Applications are processed in The City Clerk’s Office at City Hall, Monday through Friday, during the hours of 8am to 12pm and 1pm to 4pm. Incomplete applications will not be processed.
- Required notary service may be performed in The City Clerk’s Office, free of charge.
- This check-list is not all-inclusive for every classification of business. Please contact The City Clerk’s Office prior to formal application submission; we are happy to review, provide a fee quote, and assist in any way possible.