



CHECK LIST OF REQUIREMENTS TO OBTAIN A LOCAL BUSINESS TAX RECEIPT

- This check list is not all-inclusive for every classification of business.**
- Please contact this office prior to submission of any application.**
- Required notary service may be performed in the City Clerk's Office free of charge.**

The following is required for every application:

- Contact the Zoning Department at 954-797-2225 to verify that the proposed business use is currently allowed at the location. You do not need written confirmation.
- Complete the Application for Local Business Tax.
- Write a notarized letter of intent to be submitted with your application, which must include the following:

Name of business	Address of business	Date of application
Days and hours of operation	Number of people working at location	Printed name of owner / applicant
Detailed business description	Square footage of location	Title of owner / applicant
Number of commercial vehicles	Type of commercial vehicles	Parking plan for commercial vehicles
- A copy of the corporate documents and/or fictitious name filing. Please print the Detail by Entity Name from Sunbiz.Org. Sole proprietors use the Fictitious Name Affidavit form.
- A copy of the Driver License or other government issued photo identification of the applicant and/or professional.
- Fees: \$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 depends upon the classification of the business, as determined by the City, based upon evidence and letter of intent. *The code compliance inspections may be waived for the following documented situations: business address is a mailbox or virtual office; current construction with an active building permit; a professional joining an existing office; business is sub-leasing or sharing space within another existing business.
- Payment is due at the time of application and may be made with cash, check, money order, debit card or credit card. All card transactions must be in person and have a 3% fee added by the processing company.

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

- 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 either the Department of Hotels and Restaurants or the 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 you are utilizing a mailbox or virtual office for the business address you must supply a copy of the lease. You may not use a U.S. Post Office mailbox.
- Bill of Sale or other proof of ownership transfer.