The following is required for every application:

- Complete the Application for Local Business Tax Receipt including an original signature of the applicant.
- Complete the Agreement and License Permitting Inspection of Local Business Tax Receipt at a Residential Address.
- Write a notarized letter of intent to be submitted with your application, which must include and/or address each of the following:
  - Name of business
  - Days and hours of operation
  - Detailed business description
  - Square footage of entire home
  - No clients, customers, or employees at location
  - Address of business
  - Number of people working at location
  - Date of application
  - Name of homeowner
  - Name of business owner
  - Number of people working at location
  - Detailed business description
  - Name of homeowner
  - Association authorization
  - Signature of applicant
  - Square footage used for business
  - No storage of equipment or merchandise at location
  - Square footage used for business
  - No storage of equipment or merchandise at location

- 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. The address on submitted identification must match the application address.

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

- 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 not the homeowner, you must submit the owner’s notarized authorization for a residential business.
- If the residence is within a neighborhood with a homeowner’s or condo association, you must obtain and submit the association’s approval.

Important information:

- This check-list is not all-inclusive for every classification of business.
- 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.
- Required notary service may be performed in The City Clerk’s Office, free of charge.
- Fees: $15 application 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 (Sec.14-39 Code of Ordinances, City of Plantation) 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 card, or credit card. All card transactions must be in person and have a 3% fee added by the processing company.
- Incomplete applications will not be processed. Please contact The City Clerk’s Office prior to formal submission; we are happy to review, provide help if needed, and provide a fee quote.