

BUSINESS TAX RECEIPT CHECKLIST

Verify Proposed Use

The applicant shall verify with the Building and Zoning Department (863-983-1500), that the proposed use/business is permitted in the location you have chosen.

Business Tax Receipt Application

The applicant shall complete the Business Tax Receipt Application form and submit it to the City for review at least one week prior to proposed business opening. Application must be completed IN FULL.

Building Permits/Certificate of Occupancy (CO)

For any new construction or remodeling, the applicant is responsible for obtaining applicable building permits and obtaining a Certificate of Occupancy (CO) from the Building Department. The CO permits the owner to occupy the premises, but NOT to conduct business. After obtaining CO, applicant must schedule Fire Safety Inspection.

Sign Information

For Sign Information you may refer to Municode.com for specific guidelines, or we have a copy of sign ordinance attached to our permanent signs application. We have an application for permanent signs and a temporary sign permit application for a 30 day permit.

Fire Safety Inspection

The applicant must schedule a Fire Safety inspection prior to being approved for opening new business. Minimum requirements, but not limited to, are all emergency lighting and exit signs shall be in working order before inspection. A fire extinguisher with a minimum of 4A10BC rating (approx. 5-7 lbs.) is required and installed so that the bottom of the fire extinguisher is (3) feet above the floor.

Food/Facility Inspection – if applicable

Restaurants must call the Department of Business and Professional Regulation – Division of Hotels and Restaurants at 850- 487-1395 for final food/facility inspection. Bakeries, grocery stores, and convenience stores are regulated by the Department of Agriculture and Consumer Services, and can be reached at 850-488-2221, to set up the inspection.

After obtaining a City Business Tax Receipt, it must be conspicuously displayed for public view at the business location. A renewal notice will be mailed to you by August 1, each year and it must be paid by September 30.

Mandatory Documents

Lease Agreement or Warranty Deed

Articles of Incorporation / Partnership Paper/ LLC Papers/ Fictitious Name / DBA filed with State

Floor Plan (sketch of business where the aisle, exits, counters are located.)

From State if applicable

Professional State License from Dept. of Business & Professional Regulations (required for most professions)

Alcohol and Tobacco License

Annual Food Permit

State Certification (as required per business type)

Department of Professional Regulation Inspection Report