



**CITY OF FORT LAUDERDALE BUSINESS TAX APPLICATION**

The City of Fort Lauderdale welcomes you to the business community. We wish you good fortune in your business venture and we will be ready to assist you in any way possible. The attached package is your application for a Local Business Tax Receipt (BTR) with the City of Fort Lauderdale.

New businesses must obtain their local business tax receipt prior to engaging in their business, profession, or occupation. The amount of tax will vary according to business type and size.

For your convenience, we have provided a registration checklist. This checklist provides a list of the required documentation that must be submitted to obtain your BTR.

All new businesses require Zoning approval after an application is submitted. The application is then reviewed by the Business Tax Department to assure that the business is compliant with Federal, State, and local regulations. If any information is missing or incorrect you will be notified to correct the application.

Each year a renewal notice will be mailed to you. Please remember all Business Taxes must be renewed prior to October 1<sup>st</sup> of each year. If your business requires liability insurance, a current copy must be submitted with your renewal.

If you have any questions you can email us at [BusinessTax@fortlauderdale.gov](mailto:BusinessTax@fortlauderdale.gov).

Best of luck in your new business venture

# BUSINESS TAX APPLICATION CHECKLIST

YOUR FIRST STEP TO OBTAINING A BUSINESS TAX IN THE CITY OF FORT LAUDERDALE IS TO FILL OUT AN APPLICATION. ZONING WILL VERIFY THE PROPERTY LOCATION IS PROPERLY ZONED FOR THE BUSINESS ACTIVITY.

- \_\_\_\_\_ Application for a Business Tax for the City of Fort Lauderdale with Zoning approval
- \_\_\_\_\_ Photocopy of Fictitious Name Registration and/or Articles of Incorporation (if applicable)
- \_\_\_\_\_ Photocopy of a valid State License (State licensed professionals only)  
  
Department of Professional Regulation  
Department of Agriculture  
Division of Highway and Motor Vehicle  
Division of Hotel and Restaurants
- \_\_\_\_\_ Photocopy of your State Drivers License with current address per Florida Statute 322.19
- \_\_\_\_\_ Photocopy of State License for Alcohol (if serving or selling alcohol)  
\* City liquor measurement may be needed\*
- \_\_\_\_\_ Photocopy of Certificate of Insurance Liability with the City of Fort Lauderdale (if applicable)
- \_\_\_\_\_ Photocopy of bill of sale or Tax signed by buyer and seller (if change of ownership)
- \_\_\_\_\_ Letter of approval from the Airport Manager (if business located at Executive Airport)

## INFORMATION GUIDE FOR NEW BUSINESS

New businesses must obtain their local business tax receipt prior to engaging in their business, profession, or occupation. The amount of tax will vary according to business type and size

**BEFORE A LOCAL BUSINESS TAX RECEIPT IS ISSUED FOR BUSINESSES UNDER SOME CLASSIFICATIONS,** the applicant must have complied with certain requirements as shown below. Please note that **you must provide a copy** of the license, certificate, registration or exemption with your application.

The information needed to apply for the City of Fort Lauderdale Business Tax includes, but is not limited to the following items:

Business name; Owner(s) or President's Name  
Mailing Address  
Physical Location of Business  
Telephone Number(s)  
Federal ID Number (US Internal Revenue Service. Toll Free Number 1-800-829-3676. [www.irs.gov](http://www.irs.gov))  
A copy of Drivers License  
A copy of State License for professionals, where applicable  
A copy of the Fictitious Name Registration, where applicable  
A copy of Insurance Liability, where applicable

**Note: Corporations** are registered with the Florida Secretary of State. For information call (850) 245-6052. Out of State corporations must register with the Secretary of State if they intend to use their corporate name. For information call (850) 245-6051.

If the business name used in your business does not include the full first name, and last name of the business owner, the business name would be considered a Fictitious Name, and must be registered with the Florida Secretary of State's Office, 850-245-6058. <https://efile.sunbiz.org/ficregintro.html>

To obtain a Florida Sales Tax Number, (resale number) contact the Florida Department of Revenue.  
(386) 758-0420 <http://dor.myflorida.com/dor>

State licensing requirements can be obtained by calling the Consumer Services Department  
1-800-435-7352. <http://doacs.state.fl.us>

**Businesses that sell or serve food products** must be inspected by either, Florida Department of Agriculture & Consumer Services, 1-800-435-7352, <http://doacs.state.fl.us> or The Florida Division of Hotel & Restaurant Commission, 1-800-226-5561 or (904) 727-5540.

1. **HOTELS, MOTELS, ROOMING HOUSES, APARTMENTS, AND MOBILE HOME PARKS**, along with **ANY FOOD OR DRINK ESTABLISHMENTS** must have a license from the State Hotel Commission before a Local Business Tax Receipt can be issued. Please call the Department of Business and Professional Regulation, Division of Hotels and Restaurants at 1-850-487-1395 for more information. <http://myfloridalicense.com/dbpr/hr/licensing.html>

2. **HEALTH CLUBS, SPAS, WEIGHT CONTROL CENTERS, MASSAGE STUDIOS, PUBLIC BATHS, KARATE OR JUDO SCHOOLS, AND TENNIS, RACQUETBALL, OR SWIMMING CLUBS** must post financial security (\$50,000 bond) with the Florida Department of Agriculture and Consumer Services per Florida State Statute 501.012(1)(A) before a Local Business Tax Receipt can be issued. Please call 800-HELP FLA (800-435-7352).

3. **SELLERS OF TRAVEL, INCLUDING INDEPENDENT TRAVEL CONSULTANTS**, must have a Certificate of Registration from The Division of Consumer Services or Statement of Exemption before a Local Business Tax Receipt can be issued. Please call 800-435-7352 for information. <http://www.800helpfla.com/sot.html>

4. **BALLROOM DANCE HALLS** must have a Certificate of Registration from The Department of Agriculture & Consumer Services 1-800-435-7352 [www.800helpfla.com](http://www.800helpfla.com) before a Local Business Tax Receipt can be issued. Please call 800-435-7352 for details.

5. **TELEMARKETERS** must have a Certificate of Registration from The Department of Agriculture & Consumer Services 1-800-435-7352 [www.800helpfla.com](http://www.800helpfla.com) an Affidavit of Exemption, or a Letter of Exemption before a Local Business Tax Receipt can be issued. Please call 800-435-7352 for information.

6. **EXTERMINATORS** must have a State license from The Department of Agriculture & Consumer Services 1-800-435-7352 before a Local Business Tax Receipt can be issued. <http://www.freshfromflorida.com/onestop/aes/pestcont.html>

7. **MOTOR VEHICLE REPAIR SHOPS** must obtain a Certificate of Registration from Department of Agriculture & Consumer Services 1-800-435-7352 [www.800helpfla.com](http://www.800helpfla.com) or Exemption Certificate before a Local Business Tax Receipt can be issued.

### **BUILDING SERVICES BUSINESS TAX DIVISION**

700 N.W. 19<sup>th</sup> AVENUE, FORT LAUDERDALE, FLORIDA 33311

TELEPHONE (954) 828-5195, FAX (954) 828-6929

[BusinessTax@fortlauderdale.gov](mailto:BusinessTax@fortlauderdale.gov)

8. **MOTOR VEHICLE DEALERS** must be State licensed from the Department of Highway Safety & Motor Vehicles before a Local Business Tax Receipt can be issued. Please call 850-922-9000. <http://www.flhsmv.gov>
9. **AUCTIONEERS** must have a State license from The Department of Business and Professional Regulation before a Local Business Tax Receipt can be issued. [www.myfloridalicense.com/dbpr/pro/auct/index.html](http://www.myfloridalicense.com/dbpr/pro/auct/index.html)
10. **REAL ESTATE BROKERS and SALESMEN** must furnish Florida Real Estate Commission Certificate. Please call the Department of Business and Professional Regulation for more information. 850-487-1395 <http://www.myfloridalicense.com/dbpr/re/frec.html>
11. **MORTGAGE LENDERS, SECURITIES BROKERS, SECURITIES AGENTS, BANKS AND SAVINGS & LOAN ASSOCIATIONS** chartered in the State of Florida must obtain a State license from the Department of Financial Services before a Local Business Tax Receipt can be issued. Please call 850-413-3100.
12. **CHILD CARE FACILITIES, FAMILY DAY CARE FACILITIES, GROUP CARE HOMES**, are required to obtain a license from the Florida Department of Health before a Local Business Tax Receipt can be issued. Please call 850-245-4321.
13. **ASSISTED LIVING FACILITIES, ADULT CARE CENTERS AND ADULT CONGREGATE LIVING FACILITIES** must have a State license from the Florida Agency for Health Care Administration's Adult Care Unit before a Local Business Tax Receipt can be issued. Please call 888-419-3456.
14. **NURSING HOMES, HOSPICES, AND CONVALESCENT HOMES** must have a State license from the Florida Agency for Health Care Administration's Long Term Care Unit before a Local Business Tax Receipt can be issued. Please call them at 888-419-3456 for details.
15. **HOSPITALS** must obtain a State license from the Florida AHCA Bureau of Health Facility Regulation's Hospital Unit. Please call 888-419-3456.
16. **PAWNBROKERS AND CONSIGNMENT SHOPS** must obtain a Secondhand Dealers License from the Department of Revenue. Details can be found online at <http://www.myflorida.com/dor/taxes/secondhandfaq.html>, or by calling 850-488-4772.
17. **BARBERS, BEAUTICIANS, TANNING SALONS AND TANNING BOOTHS, DETECTIVE BUREAUS, PROFESSIONALS AND UNDERTAKERS** must provide a State License issued by their respective State Boards. Details can be found online at [www.myflorida.com](http://www.myflorida.com), or from your State Board directly.
18. **FRESHWATER OR SALTWATER FISH PRODUCT RETAILERS AND WHOLESALERS** must obtain a State permit from the Florida Fish and Wildlife Conservation Commission 850-488-4676 before a Local Business Tax Receipt can be issued.
19. **FISHING OR CHARTER BOATS** must provide Coast Guard Number. **FISHING GUIDES** must furnish U.S. Coast Guard License.
20. **INSURANCE AGENCIES** must register with the Florida Department of Financial Services before a Local Business Tax Receipt can be issued. Please call 850-413-3100.
21. **REGISTERED OR CERTIFIED CONTRACTORS**, are regulated by the Department of Business and Professional Regulation (DBPR) (850) 487-1395 <http://www.myfloridalicense.com/dbpr/>

**If you close your business, if a change of ownership has taken place, or if any changes have been made to an existing business please email us at [BusinessTax@fortlauderdale.gov](mailto:BusinessTax@fortlauderdale.gov).**