



DEVELOPMENT SERVICES DEPARTMENT (DSD) – [BUSINESS TAX]

BUSINESS TAX APPLICATION CHECKLIST

Rev: 1.0 | Revision Date: 10/25/2023 | I.D. Number: BTAI

CITY OF FORT LAUDERDALE BUSINESS TAX

The City of Fort Lauderdale welcomes you to the business community! New businesses must obtain their local business tax license prior to engaging in their business, profession, or occupation. Any fees will vary according to business type and size.

All new businesses require Zoning approval once the application is submitted. Zoning will verify the property location is properly zoned for the proposed business activity. Upon approval, it's then reviewed by the Business Tax Office to ensure that the business is compliant with applicable regulations. You will receive a notification if any corrections are required.

Business Taxes licenses are effective from October 1 - September 30. A renewal notice will be sent annually and licenses must be renewed prior to October 1st of each year. If your business requires liability insurance, a current copy must also be submitted with your renewal.

The information here will assist you in applying for a business tax license with the City and we're ready to assist you in any way. Following is a registration checklist, which lists the required documentation that must be submitted with your application, as well as information on business classifications.

Please contact us at BusinessTax@fortlauderdale.gov if you have any questions or if you close your business, have a change of ownership or if any other changes have been made to an existing business.



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The first step to obtaining a business tax license in the City of Fort Lauderdale is to apply online at **LauderBuild** (<https://aca3.accela.com/FTL>). Please ensure you have any applicable documents ready to upload to your application. **YOU MUST PROVIDE A COPY OF THE LICENSE, CERTIFICATE, REGISTRATION OR EXEMPTION WITH YOUR SUBMISSION.**

Other required information and documents include, but may be not limited to the following:

- Business name and owner(s)' or president's name
- Physical location of business
- Telephone number(s)
- Mailing address
- Federal ID number or SSN
- Copy of your state driver's license with current address
- Copy of a valid state license (state licensed professionals only) from:
 - Department of Professional Regulation
 - Department of Agriculture
 - Division of Highway and Motor Vehicle
 - Division of Hotel and Restaurants (Apartments-5 Units or More)
 - Florida Bar
- Copy of certificate of insurance liability with the city of fort Lauderdale (if applicable)
- Copy of fictitious name registration and/or articles of incorporation (if applicable)
- Copy of state license for alcohol (if serving or selling alcohol - city liquor measurement might also be required)
- If your business is in any zone designated GAA-General Aviation Airport or AIP-Airport Industrial Park (in or around the Executive Airport), your application will be reviewed by Airport Staff.

NOTE: 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 at (386) 758-0420 or <http://dor.myflorida.com/dor> for more information.

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



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BUSINESS CLASSIFICATION INFORMATION

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.

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.

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>

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).

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 or visit <http://www.800helpfla.com/sot.html> for information.

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

TELEMARKETERS must have a Certificate of Registration from The Department of Agriculture & Consumer Services 1-800-435-7352 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.

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>

MOTOR VEHICLE REPAIR SHOPS must obtain a Certificate of Registration from Department of Agriculture & Consumer Services 1-800-435-7352 www.800helpfla.com or Exemption Certificate before a Local Business Tax Receipt can be issued.

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 or visit <http://www.flhsmv.gov> for information.



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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

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>

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.

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.

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.

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.

HOSPITALS must obtain a State license from the Florida AHCA Bureau of Health Facility Regulation's Hospital Unit. Please call 888-419-3456.

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.

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, or from your State Board directly.

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.

FISHING OR CHARTER BOATS must provide Coast Guard Number. **FISHING GUIDES** must furnish U.S. Coast Guard License.

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.

REGISTERED OR CERTIFIED CONTRACTORS are regulated by the Department of Business and Professional Regulation (DBPR) (850) 487-1395 <http://www.myfloridalicense.com/dbpr>.