



## BUSINESS TAX RECEIPT APPLICATION (BTR)

### Town of Loxahatchee Groves

155 F Road ▪ Loxahatchee Groves, Florida 33470 ▪ (561) 793-2418 Phone ▪ (561) 793-2420 Fax ▪ loxahatcheegrovesfl.gov

#### NOTE TO THE APPLICANT:

A completed application packet is required; failure to submit all required documentation shall cause the Business Tax Receipt application to be returned.

Prior to issuance, all BTR applications are required to be reviewed and approved by the Planning (561-793-2418) to assure compliance with Loxahatchee Groves' Land Development codes.

All Business Tax Receipts expire SEPTEMBER 30<sup>th</sup> of each year. Penalty fees are assessed on OCTOBER 1<sup>st</sup> through January 30<sup>th</sup> and a \$250 non-compliant fee is assessed to all businesses failing to renew prior to February 1<sup>st</sup>.

New Business Tax Receipts are prorated for half-year from April 1 through September 30. Business Tax is not prorated if your business is operational prior to April 1. NO REFUNDS will be made for businesses closed during the full fiscal year or paid in error.

#### Application Requirements Checklist:

- ❖ Loxahatchee Groves Local Business Tax Receipt Application & Palm Beach County Local Business Tax Receipt/Application
- ❖ Fictitious Name Registration, Exemption and/or Articles of Incorporation, (new business or change of ownership)
- ❖ A copy of a valid State License, (state licensed professionals only) \*\*the business tax receipt shall not be issued until the state license has been submitted\*\*
- ❖ Loxahatchee Groves non-refundable registration fee, tax and zoning fee
- ❖ A copy of Certificate of Completion or Certificate of Occupancy (new buildings, build-outs, or interior renovations only) \*\*A Business Tax Receipt shall not be issued prior to CC or CO \*\*
- ❖ A copy of your State Driver's License with the current address per Florida Statute 322.19
- ❖ A copy of Bill of Sale for change of owner
- ❖ A copy of Lease Agreement or Notarized Letter from property owner (if applicable)

#### **ADDITIONAL REQUIREMENTS FOR CERTAIN BUSINESSES**

- If your profession or occupation is regulated by the Fla. State Department of Business and Professional Regulation (850-487-2252) you must attach a copy of your current certification, registration or license to this application.
- All food service businesses must obtain approval from the Fla. State Division of Hotel and Restaurants (850-487-1395). You are required to attach a copy of the approved inspection report to this application.
- A copy of the State License for Alcohol (if applicable).
- Childcare facilities are required to be approved by the Palm Beach County Health Department (561-840-4500). A copy of the license must be attached to this application.
- Food outlets, auto repair, travel agencies, telemarketers, health and dance (ballroom) studios must submit a permit, registration or exemption from the Florida State Department of Agriculture and Consumer Services (1-800-435-7352).
- Certified contractors must attach a copy of a Florida State and/or Palm Beach County Certification (PBC call 561-233-5525 for Certification Information).
- If your business is based within the incorporated boundaries of Loxahatchee Groves; you are required to possess a Loxahatchee Groves Business Tax Receipt. If your business is not based within the boundaries of Loxahatchee Groves, you must submit a copy of a Business Tax Receipt from the county or municipality where your business is based for registration of your license with Loxahatchee Groves.
- Banks, mortgage brokers, finance companies and stockbrokers must be registered with the State Comptroller, Fla. Dept. of Banking and Finance (850-410-9805). Attach a copy of the state, federal or national license showing the proper business location as stated on this application.

Please return applications with payment made payable to: **Town of Loxahatchee Groves**