



# Town of Loxahatchee Groves

155 F Road • Loxahatchee Groves, Florida 33470 •

(561) 793-2418 Phone • (561) 793-2420 • loxahatcheegrovesfl.gov

## LOCAL BUSINESS TAX RECEIPT (BTR) & INSPECTION APPLICATION

### COMMERCIAL BUSINESS INFORMATION (to be completed by applicant)

Check Applicable Box	<input type="checkbox"/> Commercial Business	<input type="checkbox"/> New Based Commercial Business
<input type="checkbox"/> Change of Address	<input type="checkbox"/> Change Business Name	<input type="checkbox"/> Transfer of Ownership

Business/DBA/Trade Name: \_\_\_\_\_

(FL Statutes requires registration of a fictitious name or article of incorporation to accompany this application)

Business Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
(if different than business)

Date Opened: \_\_\_\_\_ Federal Employer ID \*\*OR\*\* Social Security #: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Cell/Emergency Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_ \*\*OR\*\* Profession: \_\_\_\_\_  
(Roofing Company, Cleaning Service etc.) (Doctor, Lawyer, Barber etc.)

Description of Services Provided: \_\_\_\_\_

# of coin operated machines		Wholesale # SF		Inventory @ cost	
# of vehicles		Retail # SF		Inventory @ cost	
# of restaurants/bar seats		Warehouse/Storage # SF			
# of employees (required for manufacturing)	Additional information may be required to support these totals such as seating charts, floor plans and/or lease agreements				

By performing inspections and signing this document we have determined that the above-named business/location has met the minimum requirements of both departments for obtaining a Town of Loxahatchee Groves Local Business Tax Receipt.

**NO OWNER OR AGENT SHALL ALLOW A NEW OR EXISTING TENANT SPACE TO BE OCCUPIED BY ANY PERSON UNTIL AFTER AN INSPECTION HAS BEEN MADE BY THE BUILDING DEPARTMENT, FIRE MARSHALL AND CODE ENFORCEMENT.**

INSPECTED BY: SIGNATURE	PRINTED NAME	DATE	APPROVED	FAILED
Building Inspector				
Fire Marshall				
Code Enforcement				

The below signed applicant for a Town of Loxahatchee Groves Local Business Tax Receipt hereby acknowledges that this Local Business Tax Receipt is issued by the Town as part of the Town's taxing function and is not to be construed to be approval in any fashion or acknowledgement of compliance with applicable statutes, laws and ordinances including but not limited to zoning regulations, nor compliance with any other regulators restrictions which may be applicable to the subject site, including but not limited to the Countywide Wellfield Protection Ordinance, as amended from time to time.

Applicant/Qualifier (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No: \_\_\_\_\_ Driver's License No: \_\_\_\_\_ DOB: \_\_\_\_\_

### Staff Use Only:

CLASSIFICATION CODE: \_\_\_\_\_ BTR# \_\_\_\_\_ STAFF INITIALS: \_\_\_\_\_

One Time Process Fee: \$75.00 Local Business Tax: \$ \_\_\_\_\_ Misc Fees: \$ \_\_\_\_\_ Non-Compliant Fee: \$250.00 Total Fees: \$ \_\_\_\_\_



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## NOTICE TO APPLICANT

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

All Local 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-compliance fee is assessed to all businesses failing to renew prior to FEBRUARY 1<sup>ST</sup>.

New Local Business Tax Receipts are prorated for half-year from APRIL 1<sup>ST</sup> through SEPTEMBER 30<sup>TH</sup>. Local Business Tax Receipt is not prorated if your business is operational prior to APRIL 1<sup>ST</sup>. NO REFUNDS will be made for businesses closed during the full fiscal year or paid in error.

Please drop off your application in person at Town Hall, located at 155 F Road. Our office hours of acceptance are 9 AM – 4 PM Monday through Friday. You can contact a staff member at 561-793-2418.

### Application Requirement 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 local 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 a Certificate of Completion or Certificate of Occupancy (new buildings, buildouts, or interior renovations only) \*\*a Local 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 ownership
- ◆ A copy of a Lease Agreement or Notarized Letter from property owner (if applicable)

## **ADDITIONAL REQUIREMENTS FOR CERTAIN BUSINESSES**

- ◆ If your professional 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 (800-435-4352)
- ◆ 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 Local Business Tax Receipt. If your business is not based within the boundaries of Loxahatchee Groves, you must submit a copy of a Local Business Tax Receipt from the county or municipality where your business is based for registration
- ◆ Banks, mortgage brokers, finance companies and stockbrokers must be registered with the State Comptroller, Fla. Department 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**