



**BUILDING, ZONING & CODE COMPLIANCE
LOCAL BUSINESS TAX RECEIPT DEPARTMENT**

APPLICATION FOR TAX RECEIPT

LOCAL BUSINESS TAX RECEIPT NO: _____

City of Sarasota
Local Business Tax Receipt

1565 1st Street
City Hall Annex, 2nd Floor
Sarasota, FL 34236

Phone: 941-954-4186
Fax: 941-954-4187

APPLICATION IS HEREBY MADE for the privilege of engaging in the business, profession or occupation hereinafter described, for the period designated, in accordance with Chapter 19, as amended, of the Code of the City of Sarasota ("City Code").

CORPORATE BUSINESS NAME: _____

CORPORATE MAILING ADDRESS: _____

CORPORATE CONTACT NAME: _____

CORPORATE PHONE NUMBER: _____

BUSINESS NAME (D/B/A): _____

LOCAL BUSINESS ADDRESS: _____

LOCAL CONTACT OR MANAGER: _____

BUSINESS PHONE NUMBER: _____ **BUSINESS E-MAIL:** _____

EMERGENCY CONTACT NAME/NUMBER: _____

FEDERAL TAX ID [] OR SALES TAX ID [] OR DRIVER'S LICENSE NUMBER []: _____

DATE BUSINESS ORIGINALLY ESTABLISHED IN THE CITY OF SARASOTA: _____

STATE THE CHARACTER OR TYPE OF BUSINESS, profession, occupation or privilege subject to licensing under City Code.

Character of Business: _____

IF APPLICATION IS FOR A WHOLESALE OR RETAIL MERCHANT, estimate the average value of inventory. If the business had a prior location, obtain the average by adding the minimum inventory and maximum inventory during the preceding year and dividing by two.

Amount of Average Inventory: _____

If your occupation requires a Florida State License or a federal license to operate, please provide the license number(s) and enclose a copy.

License Number(s): _____

NOTE: City Code provides that when any occupation, business profession or privilege shall fall into more than one of the classifications contained in said City Code, a tax must be paid in full on EACH sub-classification.

This column is for office use only.

IF FAXING OR MAILING AN APPLICATION, **FIRST CALL (941) 954-4186** to verify amount due and determine if other documentation may be required before application can be processed.

BY SIGNING THIS FORM YOU ARE ACKNOWLEDGING THAT ALL THE INFORMATION CONTAINED HEREIN IS CORRECT.

Name of Owner or Agent (please print)

Position of Owner or Agent (please print)

Signature of Owner or Agent

Date of Application

Approved by Zoning

Date

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.

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.
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** or Statement of Exemption before a Local Business Tax Receipt can be issued. Please call 800-435-7352 for information. Also, please see important note¹ below.
4. **BALLROOM DANCE HALLS** must have a Certificate of Registration** before a Local Business Tax Receipt can be issued. Please call 800-435-7352 for details.
5. **TELEMARKETERS** must have a Certificate of Registration**, 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** before a Local Business Tax Receipt can be issued.
7. **MOTOR VEHICLE REPAIR SHOPS** must obtain a Certificate of Registration** or Exemption Certificate before a Local Business Tax Receipt can be issued.
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.
9. **AUCTIONEERS** must have a State license* before a Local Business Tax Receipt can be issued.
10. **REAL ESTATE BROKERS** must furnish Florida Real Estate Commission Certificate. Please call the Department of Business and Professional Regulation* for more information. Also, see important note¹ below.
11. **MORTGAGE BROKERS, 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 888-419-34256.
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/second_hand.html, or by calling 800-352-3671.
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, or from your State Board directly. Also, please see important note¹ below.
18. **FRESHWATER OR SALTWATER FISH PRODUCT RETAILERS AND WHOLESALERS** must obtain a State permit from the Florida Department of Agriculture and Consumer Services** 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. **FIREWORKS RETAILERS** must register with the Florida Department of Financial Services, Division of the State Fire Marshall, Regulatory Licensing Section before a Local Business Tax Receipt can be issued. Please call 850-413-3100.
21. **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.

¹ IMPORTANT: PLEASE NOTE THAT LOCAL BUSINESS TAX RECEIPT FOR AN OFFICE DOES NOT COVER PROFESSIONALS WORKING IN THAT OFFICE. Each person engaged in professions or occupations that requires state licenses, registrations or certificates to conduct business (such as a barber, beautician, doctor, lawyer, Certified Public Accountant, nail technician, seller of travel, etc.) must apply for an **individual Local Business Tax Receipt** to perform work within the City limits. Please call the City of Sarasota Business Tax Division at 941-954-4186 to confirm whether you or your staff will be affected.

ALL APPLICATIONS FOR A LOCAL BUSINESS TAX RECEIPT, other than renewals, require occupancy approval or a Certificate of Occupancy issued by the Building and Zoning Department of the City of Sarasota prior to issuance of the Tax Receipt.

* **THE FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION** provides online information about the licenses and certificates marked with an asterisk above. Please visit them at <http://www.myflorida.com/dpbr/> or call them at **850-487-1395**.

** **THE FLORIDA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES** provides information about the licenses and registrations marked with a double-asterisk above. Visit them at <http://www.800helpfla.com> or call them at **800 HELP FLA (800-435-7352)**.