



**CITY OF SARASOTA
LOCAL BUSINESS TAX RECEIPT DIVISION**

APPLICATION FOR TAX RECEIPT

Return w/payment
to:
City of Sarasota
Local Business Tax
2nd Flr Annex Bldg
1565 1st Street
Sarasota, FL
34236
Call 941.954.4186
with any questions

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 CONTACT NAME: _____ **PHONE:** _____

LOCAL BUSINESS NAME (DBA): _____

LOCAL BUSINESS ADDRESS: _____

MAIL TAX RECEIPT TO: _____

LOCAL CONTACT OR MANAGER: _____

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

PROVIDE YOUR:

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

TYPE OF BUSINESS OR OCCUPATION: _____

Date Business or Occupation Established in City: _____

WHOLESALE OR RETAIL MERCHANT ONLY: VALUE OF INVENTORY: _____

A COPY OF YOUR STATE LICENSE IS REQUIRED WITH THIS APPLICATION, IF APPLICABLE

MOST BUSINESSES OR OCCUPATIONS REQUIRING A STATE LICENSE ARE LISTED ON THE BACK OF THIS APPLICATION

IF 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 and Title of Owner or Representative (please print)

Signature of Owner or Representative

Date of Application

PLEASE DO NOT WRITE IN THIS SPACE

THIS SECTION FOR OFFICE USE ONLY: Zone District _____

Approved By: _____ 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 AND APARTMENTS**, 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 850-922-2966 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 850-922-2966 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 850-410-3797.
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 Commission at 407-245-0314 and 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 850-410-9895.
12. **MOBILE HOME PARKS, CHILD CARE FACILITIES, FAMILY DAY CARE FACILITIES, GROUP CARE HOMES, NURSING HOMES, TANNING SALONS AND TANNING BOOTHS** are required to obtain a license from the Florida Department of Children and Families before a Local Business Tax Receipt can be issued. Please call 850-487-3166.
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 8520-487-2515.
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 850-488-5861 for details.
15. **HOSPITALS** must obtain a State license from the Florida AHCA Bureau of Health Facility Regulation's Hospital Unit. Please call 850-487-2717.
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, DETECTIVE BUREAUS, PROFESSIONALS AND UNDERTAKERS** must provide a State Certificate 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 850-413-3624.
21. **INSURANCE AGENCIES** must register with the Florida Department of Financial Services before a Local Business Tax Receipt can be issued. Please call 850-413-3137.

¹ IMPORTANT: PLEASE NOTE THAT A LOCAL BUSINESS TAX RECEIPT FOR AN OFFICE DOES NOT COVER PROFESSIONALS WORKING IN THAT OFFICE. Each person engaged in professions or occupations that require 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.

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 Division 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.state.fl.us/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.doacs.state.fl.us/onestop> or call them at **800 HELP FLA (800-435-7352)**.