

**APPLICANT
BUSINESS TAX RECEIPT CHECKLIST**

PROHIBITED ADDRESSES:

Burlington Self Storage - 3001 N. Dixie Highway
Floranada Warehouse 1100 NE 45th St. (Prohibited Except for Private P.O. Box Rentals)
Shurgard - 1650 W. Oakland Park Blvd.
Space Plus - 4950 N. Dixie Highway

- Copy of Florida Driver's License or Florida ID.
- Copy of Social Security Card or Federal Employer ID number (FEIN).
- Certified copy of Florida Articles of Inc. such as: Inc., P.A., L.L.C., etc., or On-Line State approval when applicable.
- Certified copy of Florida Fictitious Name Filing or On-Line State approval when applicable.
- Any and all other city, county, state licenses/certificates that may be required. (5013C exemption doc if applicable)

**OTHER REQUIREMENTS:
A SOLID WASTE ACCOUNT MUST BE OPENED BEFORE
RECEIVING YOUR OCCUPATIONAL LICENSE.**

- Hobby Affidavit signed with no license fee when applicable.
- Pawn Shops/Secondhand Dealers application completed and signed when applicable.
- Transfers of business location, name change and change of ownership are the only items that are charged the 10% Transfer fee - \$25.00 MAXIMUM FEE. The **ORIGINAL** Business Tax Receipt must be returned.

**SPECIAL REQUIREMENTS
BY BUSINESS TYPE**

- Auto Body and Auto Repair:** A.S.E. Certificate, Broward County Consumer Affairs and State of Florida registration.
- Motorcycle Repair:** State of Florida Registration.
- Contractors:**
Copy of State License or Broward County Certificate of Competency.
- Proof of Insurance - (note: a cabinet maker is not under contractor code, but an installer is.)
- Pest Control:** Copy of State License
- Professionals:**
Copy of State/Specialty License (Doctors, Attorneys, Massage Therapist, Accountants, Engineers).
- Psychic:** Contact Community Development for requirements. (A \$100 non-refundable background check fee applies).
- Restaurants:** License and Inspection Report (Div of Hotels & Rest.), Florida Food Managers Certificate and State Alcohol Beverage License if applicable.
- Grocery, Deli, Coffee Shops & Gas Stations :** Annual Food Permit and Inspection Report from Dept of Agriculture and Consumer Services. (needed if connected to another business other than food service). Food Manager Certificate and State Alcohol Beverage License, if applicable.
- Tattoo Studio:** Physician letter per state statue and State Dept of Health Biomedical Waste Inspection Report.
- Telemarketing:** Copy of Registration from Department of Agriculture and Consumer Services.
- Travel Agency/Sellers of** Copy of Registration from the Department of Agriculture and Consumer Services.

Date	Business Name	Signature of Applicant