

BUSINESS TAX RECEIPT AFFIDAVIT

For those applying for a new Business Tax Receipt, relocating a business within the City of Oakland Park, or transferring the business from one owner to another, please read the following instructions carefully. It is the sincere desire of the City of Oakland Park to allow you to start your business with the least amount of delay.

1. The owner or corporation officer of the business **MUST APPLY IN PERSON** for the Business Tax Receipt, Section 7-19(a)(8), Oakland Park Code of Ordinances. This includes physicians, attorneys, and other related professions.
2. Fees for Business Tax Receipts are payable at the time of application and are based in accordance with Section 7-22, Oakland Park Code of Ordinances.
3. The following information is **REQUIRED** at the time of application:
 - A) Complete description of your business operation.
 - B) Copy of Florida's Driver's License or Florida Identification Card
 - C) Copy of Social Security Card or Federal Employer Identification Number
 - D) Copy of Florida Articles of Incorporation or Corporations Online approval from Florida Department of State, Division of Corporations
 - E) Copy of Florida Fictitious Name Filing or Corporations Online approval from Florida Department of State, Division of Corporations.
2. Copy of receipt or contract is required if you operate from a private, not federal, post office (PO) box.
3. An inspection of your premises is required. If you need to make a special arrangement with the inspector, please call 954-630-4337.
4. The building in which your new business is located must be up to the standards of the Florida Building Code. Also, you **MUST** have a least one (1) certified, five pound, fully charged fire extinguisher, Type A-B-C, on the premises. The Fire Marshal recommends extinguishers labeled 2A20BC.
5. Address numbers at least ten (10) inches high shall be provided.
6. All non-conforming signs must be removed or the matter will be turned over to code enforcement division for legal action. Section 24-152(A)(1), Oakland Park Land Development Code, requires removal of all non-conforming signs upon the change of business ownership and business name. Section 24-152(A)(2), Oakland Park Land Development Code, requires removal of all non-conforming signs upon the change of business use.
7. Permits must be obtained prior to an installation of any signs.
8. Your Business Tax Receipt will be mailed to you after your place of business has been approved by the Community Development Department.
9. You must also obtain a Broward County Business Tax Receipt at Broward County Government Center, 115 S Andrews Avenue, Fort Lauderdale, Florida, 33301, Telephone: 954-831-4000.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION:

Applicant's Signature

Date

Print / Type Applicants Name

Business Name