

LAUDERDALE•BY•THE•SEA

Commercial Business Application Package

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4501 N. Ocean Drive, Lauderdale-The-Sea, FL 33308

(954) 640-4210

BTR@lbts-fl.gov

M-F 8:30 AM-4:30 PM

Application Checklist: Business Tax Receipt

Congratulations on taking steps forward to opening your rental business in our unique Town. Lauderdale-By-The-Sea wishes you good fortune and aims to help you succeed in your business endeavors. Below, please find the checklist of items you will need in order to submit your Vacation Rental or Short-Term Rental application for review.

You Will Need:

- Application for a Business Tax Receipt (BTR), notarized and completed by business owner
- Proof of Zoning Eligibility for your business (to request this, email Zoning@lbts-fl.gov)
- Application Fee (will be determined upon staff review of your application)
- Photocopy of owner's Driver's License with Current Address or other form of state identification
- Photocopy of Fictitious Name Registration and/or Articles of Incorporation (if applicable)
- Photocopy of a valid State License, for State Licensed Professionals in the following categories:
 - Department of Professional Regulation
 - Department of Agriculture
 - Division of Highway and Motor Vehicle
 - Division of Hotel and Restaurants (Apartments-5 units or more)
 - Florida Bar
- Photocopy of State License for Alcohol (if serving or selling alcohol)
- Photocopy of Certificate of Insurance Liability
- Photocopy of Florida Department of Revenue Sales Tax Certificate (if applicable)
- Photocopy of proof of an active Waste-Pro Account

Other Useful Information

- To activate an account with Waste-Pro, you may contact them at 954-282-6800. If there is no active account, the processing of the application may be delayed until one is established.
- Site Inspections—After all the above items are submitted and reviewed, staff will determine which site inspections are required, and will contact you for scheduling.
 - For information on requirements to pass the Code Inspection, please review the “Commercial BTR Inspection Checklist.”
 - For information on requirements to pass the Fire Inspection, you may contact the Fire Marshal, Steve Paine, at 954-640-4251.
 - For information on requirements to pass the Building Inspection, you may contact

the Building Official at 954-640-4223.

- Zoning Review—The Town’s Planning & Zoning Department will conduct periodic reviews throughout the application process.
 - For information on the Zoning review process, you may email the Business Tax Receipt Staff at BTR@lbts-fl.gov.
- After all applications and accompanying fees and documents have been received, and all required inspections and reviews have been completed and passed without deficiency or violation, the Business Tax Receipt may be issued. Until that time the business may not operate or advertise its goods or services, according to Sections 12-2 and 12-14 of the Town Ordinances.

Businesses that Require a State License

The below list is to help guide you through the process to open your business. Other licenses or additional requirements may apply. This is not intended to be a complete and comprehensive list but covers the professions most inquired about.

Florida Department of Business and Professional Regulation

The following must have a State license from the Florida Department of Business and Professional Regulation (DBPR) before a local Business Tax Receipt may be issued.

Contact the DBPR at 850-487-1395 or visit <http://myfloridalicense.com/dbpr/hr/licensing.html> for more details.

- Auctioneers
- Barbers
- Apartments
- Cosmetologists
- Food or Drink Establishments
- Hotels & Motels
- Mobile Home Parks
- Real Estate Brokers and Salesmen
- Registered or Certified Contractors
- Vacation and Short-Term Rentals

Florida Department of Agriculture and Consumer Services

The following professions must have a State license from the Florida Department of Agriculture and Consumer Services (FDACS) before a local Business Tax Receipt may be issued.

Contact the FDACS at 800-435-7352 or visit <https://www.fdacs.gov> for more details.

- Exterminators
- Health Studios (Including Spas, Weight Control Centers, Massage Studios, Public Baths, Karate or Judo Schools, And Tennis, Racquetball, or Swimming Clubs)
- Investigators
- Sellers of Travel, Including Independent Travel Consultants Telemarketers

Florida Department of Financial Services

The following professions must have a State license from the Florida Department of Financial Services (FDFS) before a local Business Tax Receipt may be issued.

- Banks
- Insurance Agencies
- Mortgage Lenders
- Securities Brokers
- Securities Agents
- Savings & Loan Associations

Florida Agency for Health Care Administration

The following professions must have a State license from the Florida Agency for Health Care Administration (FAHCA) before a local Business Tax Receipt may be issued.

Contact the FAHCA at 888-419-3456 or visit

https://ahca.myflorida.com/Inside_AHCA/index.shtml for more details.

- Adult Care Centers
- Adult Congregate Living Facilities
- Assisted Living Facilities
- Convalescent Homes
- Hospices
- Hospitals
- Nursing Homes

Florida Department of Children and Families

The following professions must have a State license from the Florida Department of Children and Families (FDCF) before a Local Business Tax Receipt may be issued.

Call the FDCF at 850-300-4323 or visit <https://www.myflfamilies.com/service-programs/child-care/child-care-licensure.shtml>.

- Child Care Facilities
- Family Day Care Facilities
- Group Care Homes

Freshwater or Saltwater Fish Product Retailers and Wholesalers must have a State commercial license from the Florida Fish and Wildlife Conservation Commission (FWC) before a Local Business Tax Receipt may be issued.

Call the FWC at 850-488-4676 or visit <https://myfwc.com/license/commercial/>.

Pawnbrokers and Consignment Shops must have a Secondhand Dealer's License from the Florida Department of Revenue before a Local Business Tax Receipt may be issued.

Call the Florida Department of Revenue at 850-488-4772 or visit

<http://www.myflorida.com/dor/taxes/secondhandfaq.html>.

BUSINESS TAX RECEIPT APPLICATION

DATE: _____ BUSINESS OFFICE TELEPHONE: _____

DATE BUSINESS WILL OPEN: _____ AREA OF BUSINESS IN SQ. FT.: _____

BUSINESS NAME: _____

CORPORATE NAME: _____

BUSINESS ADDRESS: _____

BUSINESS EMERGENCY PHONE: _____

NAME OF BUSINESS OWNER: _____ DATE OF BIRTH: _____

BUSINESS OWNER'S MAILING ADDRESS: _____

BUSINESS OWNER'S EMAIL ADDRESS: _____

BUSINESS OWNER'S PHONE NUMBER: _____

CONTACT PERSON: _____

PHONE NUMBER OF CONTACT PERSON: _____

ADDRESS OF CONTACT PERSON: _____

EMAIL ADDRESS OF CONTACT PERSON: _____

PROPERTY OWNER'S NAME: _____

PROPERTY OWNER'S ADDRESS: _____

PROPERTY OWNER'S PHONE NUMBER: _____

PROPERTY OWNER'S EMAIL: _____

SOCIAL SECURITY # OR FEDERAL IDENTIFICATION # (Required by Town Ordinance)

TYPE OF PRODUCTS/SERVICE/BUSINESS OFFERED (In enough detail to enable the Town to determine the proper license type):

MERCHANT RETAIL (Average daily dollar value of inventory): _____ # OF EMPLOYEES: _____

RESTAURANT/BAR (seating capacity) INDOOR: _____ OUTDOOR: _____

TAKE OUT: _____ DELIVERY: _____ LIVE: _____

ENTERTAINMENT: _____ VIDEO GAMES#: _____

VENDING MACHINES#: _____ ATM: _____

OTHER: _____

STATE ALCOHOLIC BEVERAGE TYPE AND NUMBER: _____

I HEREBY DECLARE that all information provided in this application is true and correct and, further, I understand that providing false or misleading information on this application may result in the denial or revocation of any license or permit issued by the Town of Lauderdale- By-The-Sea which was based upon information provided in this application.

BUSINESS OWNER/APPLICANT SIGNATURE: _____

PRINT NAME: _____

THE ABOVE PERSON IS _____ KNOWN PERSONALLY TO ME _____ OR PRODUCED AS IDENTIFICATION SWORN TO AND SUBSCRIBED before me by means of _____ PHYSICAL PRESENCE or _____ ONLINE NOTARIZATION,

THIS _____ DAY OF _____ 20 _____

_____ NOTARY PUBLIC

Need help? Not sure about something?
Please contact us at (954) 640-4120 or BTR@lbts-fl.gov. We are happy to help!



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