

Business Tax Receipt Application

Dear Applicant:

Please be advised that commencing with this application for registration does not constitute permission by the City of Okeechobee to engage in a business or occupation. If the applicant elects to purchase or lease property or invest money in the proposed business prior to final approval of the City, the applicant does so at their own risk.

The purpose of this letter is to identify the proposed location of the commercial establishment, zoning of the property, and to see if the proposed use is permissible.

The following departments will be asked to inspect the proposed location, if applicable, and address any comments, concerns or requirements that may necessary in written form.

County Fire Department (inspection fee applies)

City Building Official (inspection fee applies)

City Police Chief

Public Works Department

General Services Department

Code Enforcement

Please note that in addition to the \$10.00 application fee, there is an initial \$50.00 building inspection fee and a \$50.00 fire inspection fee for physical locations. These inspection fees may increase due to the degree of inspection or if more than one (1) inspection is required.

IMPORTANT

“ANY PERSON WHO ENGAGES IN OR MANAGES ANY BUSINESS, OCCUPATION OR PROFESSION WITHOUT FIRST OBTAINING A LOCAL BUSINESS TAX RECEIPT, IF REQUIRED, IS SUBJECT TO A PENALTY OF 25 PERCENT OF THE LICENSE DUE, PLUS A SURCHARGE OF \$75.00 IN ADDITION TO ANY OTHER PENALTY PROVIDED BY LAW OR ORDINANCE.”

Please return entire application along with a COPY of the following information and a check to cover application and inspection fees as listed above:

- A. Current Water & Sewer bill or deposit receipt.
- B. Current Waste Management bill or deposit receipt.
- C. Rental or lease agreement or documentation showing proof of ownership.
- D. Incorporation papers with a list of all officers -----OR-----
- E. Fictitious name registration. www.sunbiz.org . \$50.00 fee for 5 years.
- F. Current State license or certification, if applicable.
- G. County license if you are a mobile vendor doing business within the city limits.
- H. Current Auto Insurance (on business vehicle if mobile business).
- I. Attach copies of documentation for any business listed on reverse side.

*Please contact Trish at 863-763-9816 if you need assistance. You may fax information to 863-763-1686***

ATTENTION APPLICANTS:

If you are applying for a Business Tax Receipt under one of the following categories, please note that you will need to provide proof that you are registered or licensed with the proper department. This verification is also needed when you renew your Business Tax Receipt.

FRESHWATER OR SALTWATER FISH PRODUCT SALES

State License - Department of Natural Resources

ADULT CONGREGATE LIVING FACILITIES, NURSING HOMES, ADULT DAYCARE CENTERS, HOSPICES, CONVALESCENT HOMES, HOME HEALTH AGENCIES, STAFF NURSING, ETC.

State License - Department of Health Care Administration

FAMILY DAY CARE HOMES / FACILITIES

Registration - Department of Children and Families

AUCTIONEERS

State License - Department of Business and Professional Regulation

PEST CONTROL / EXTERMINATORS

State License - Department of Agriculture and Consumer Services

MORTGAGE BROKERS, MORTGAGE LENDING

State License - Department of Financial Regulation

FOOD ESTABLISHMENT

Department of Business and Professional Regulation - Division of Hotels & Restaurants

Current Food Permit or an active Letter of Exemption - Department of Agriculture and Consumer Services

HEALTH STUDIO

Registration and proof of Financial Security (\$50,000.00 Bond)- Department of Agriculture and Consumer Services

PUBLIC LODGING, FOOD SERVICE ESTABLISHMENT

State license - Division of Hotels and Restaurants

PAWN BROKER, Second Hand Dealer

Registration - Department of Revenue

PAWN SHOP

State License - Department of Agriculture and Consumer Services

SELLERS OF TRAVEL OR MOTOR VEHICLE REPAIR SHOP

Registration - Department of Agriculture and Consumer Services

MOTOR VEHICLE DEALERS

State License - Department of Highway Safety and Motor Vehicles

SECURITIES BROKER / AGENT

State License - Department of Financial Services

BAIL BONDSMAN

State License - Department of Insurance

BANK, SAVINGS & LOAN

State License - Department of Financial Services

Business Tax Receipt Registration Application

\$10.00 Application Fee \$50.00 Building Inspection Fee \$50.00 Fire Inspection Fee Amount Paid\$ _____

Application Date: _____ Proposed Date of Construction/Occupancy: _____

Name of Property Owner: _____

Address of Property Owner: _____

Phone number: _____ Mobile/Cell phone: _____ Work phone: _____

Name of Applicant: _____ Phone Number: _____ D.O.B: _____

Address of Applicant: _____ Contact # (if different) _____

Social Security No: _____ Drivers License No (**attach a copy**): _____

Business Name: _____ # of employees: _____

Date business established: _____ Sq. ft.: _____ E-mail address: _____

Business Address: _____ City#Gh: _____ Zip: _____

Do you rent or lease this property? YES NO (IF YES, PLEASE INCLUDE COPY OF LEASE OR RENTAL AGREEMENT)

Mailing Address : _____ City#Gh: _____ Zip: _____

Phone number: _____ Cell phone: _____ Work phone: _____

Does business have a Fictitious Name? Yes No (If yes, please supply a copy)

Is the business Incorporated? Yes No (If yes, include copy of Incorporation papers) FEIN #:

Is this a home occupation? Yes No Are you Tax Exempt? Yes No Attach copy of Tax Exemption)

Are you non -profit? Yes No (Please attach copy of Non-profit status)

Insurance Information: General Liability: _____ Workers Comp: _____

Auto Insurance: _____ (If you have a Mobile business a current copy of policy is required)

PLEASE NOTE THAT IT IS THE RESPONSIBILITY OF THE BUSINESS OWNER TO NOTIFY THE CITY OF OKEECHOBEE OF ANY CHANGES IN THE STATUS OF THIS BUSINESS_

Parcel Number: *(to be completed by applicant)*

Address of Subject property: _____

Circle the Category(ies) that apply to your business

100 Agriculture & Forestry	500 Retail/Wholesale	900 Recreation Facilities
200 Construction	600 Eating/Drinking	1000 Rentals
300 Manufacturing	700 Finance, Insurance & Real Estate	2000 Professional
400 Transportation, Communication, Utility Service	800 Services	3000 Non-Classified

I hereby acknowledge that I have read this application, that the information given is correct and that I am the owner or the duly authorized agent of the owner. I agree to conform with, abide by and obey all the rules and regulations which may be lawfully prescribed by the City Council of the City of Okeechobee or its officers for the issuance of this business tax receipt. Any false statement herewith is ground for rejection or revocation of this business tax receipt.

Signature of Applicant: _____ Date: _____

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Items that the Building Department will be inspecting:

1. Addressing: Address must be visible on the building
2. Accessibility for Americans with Disabilities. Florida Statutes 553.504(15): Barriers at common or emergency entrances and exits of business establishments conducting business with the general public that are existing, under construction, or under contract for construction which would prevent a person from using such entrances or exits shall be removed. Minimum of one (1) accessible parking space is required. (Handicap space is to be as close to the building entrance as possible and should be on a hard paved surface.)
3. Fire Walls: Fire walls are required between businesses of different occupancy classifications when they are in the same building.
4. HVAC, Electrical and Plumbing: Are items in good working order and in operation under safe conditions.

CHANGE OF USE: WHEN A BUILDING USE IS CHANGING FROM ONE USE GROUP TO ANOTHER (I.E.: RETAIL STORE TO MEDICAL FACILITY) A BUILDING PERMIT WILL BE REQUIRED TO BRING THE BUILDING TO THE CURRENT BUILDING CODE STANDARDS. TECHNICAL REVIEW MAY BE REQUIRED.

It is the Building Official's responsibility to inspect for the health and safety of the public.

*******DO NOT WRITE BELOW THIS LINE*******

General Services Department

Business Name: _____

Parcel Number: _____

Property Location: _____

Proposed Use: _____

<i>Current Zoning:</i>	<i>Current Future Land Use Designation:</i>
<i>Is the proposed use a permitted use? YES NO</i>	<i>If yes, Section and No.</i>
<i>If No, is the proposed use permitted by a Special Exception? YES NO</i>	<i>If yes, Section and No.</i>
<i>Does the proposed use require a Zoning change? YES NO</i>	<i>If yes, necessary zoning for proposed use:</i>
<i>Does proposed use require a Future Land Use Map Amendment? YES NO</i>	<i>If yes, necessary FLU proposed use:</i>
_____ Signature	_____ Date