



COMMUNITY DEVELOPMENT DEPARTMENT

Phone: 386 437-7516

Fax: 386 437- 8253

LOCAL BUSINESS TAX RECEIPT INSTRUCTIONS

BUSINESS WITHIN THE CITY LIMITS

TO OBTAIN A LOCAL TAX BUSINESS TAX RECEIPT YOU WILL NEED:

OUR APPLICATION: filled out completely. Incomplete applications will be denied.

APPROVAL OF LOCATION: The location must be approved by the zoning official for the type of business being applied for. Some businesses may require approval of the Planning, Zoning and Appeals (PZA) Board

COPY OF YOUR RECORDED WARRENTY DEED OR LEASE: Must have the date(s) of occupancy and the signatures of both the Lessor and Lessee

FICTITIOUS NAME: A copy of the current fictitious name registration issued by the Division of Corporations of the Department of State **or** if the business is a Corporation, a copy of the certification issued by the Department of Corporations of the Department of State. Visit Sunbiz.org or Myflorida.com for more information on obtaining a fictitious name.

PERSONAL NAME: Does not have to be registered. For example: "Joseph A Smith" is not a fictitious name as the owners name is the name of the business.

Note: Personal Name requires a written statement, signed by the applicant which sets forth the reason that the applicant need not comply with the Fictitious Name Act.

ATTACH TO THE APPLICATION:

- **A copy of your state license(s) issued by the Department of Professional Regulations if required for your occupation.**
- **A copy of Alcoholic Beverage License, if applicable.**
- **A copy of Food Service Inspection, if applicable.**
- **The fictitious name statement, if applicable.**
- **A copy of your Flagler County Contractors License, if applicable.**

Fire Marshal Approval: A fire inspection will be conducted for the location. Any corrections that are noted must be corrected prior to receiving a Local Business Tax Receipt and opening to the public.

Phone Numbers / Web addresses that may be of assistance:

Community Development: 386-437-7516 Fax; 386-437-8253, <http://www.bunnellcity.us>

County Environmental Health Department: 386-437-7358, <http://www.doh.state.fl.us/>

Division of Alcohol & Tobacco: 850-487-1395, <http://www.myfloridalicense.com/dbpr/abt/index.html>

Division of Hotels & Restaurants: 850-487-1395, <http://www.myfloridalicense.com/dbpr/hr/index.html>

Flagler County ~ Contractor licensing: 386-313-4003, <http://www.flaglercounty.org/pages.php?PB=226>

Florida Consumer Assistance Center: 800-435-7352 (1-800-HELP FLA) for questions regarding state licenses.

Please allow a minimum of 5 business days (not including holidays) after receipt of application for processing. Every effort will be made to process your application in a timely manner.



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LOCAL BUSINESS TAX RECEIPT INSTRUCTIONS

BUSINESS OUTSIDE THE CITY LIMITS

TO OBTAIN A LOCAL TAX BUSINESS TAX RECEIPT YOU WILL NEED:

OUR APPLICATION: filled out completely. Incomplete applications will be denied.

COPY OF YOUR CURRENT LOCAL BUSINESS TAX RECEIPT WHERE YOU'RE BUSINESS IS LOCATED.

COPY OF YOUR STATE LICENSE(S), IF APPLICABLE.

ATTACH TO THE APPLICATION:

- A copy of your state license(s) issued by the Department of Professional Regulations if required for your occupation.
- A copy of your Flagler County Contractors License, if applicable.

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