

The following is required to obtain a new or updated Local Business Tax Receipt:

- Complete Application for Local Business Tax Receipt including an original signature of the applicant.
- Proof of Entity from Sunbiz.org. Print both the Detail by Entity Name and the Fictitious Name Detail.
- Letter of intent, which must include (but is not limited to) the following:
 - Original signature of applicant
 - Original notary signature and stamp
 - Date of application
 - Name, address & telephone of location
 - Days and hours of operation
 - Square footage of location
 - **Detailed** business description
 - Number of people working at location
 - Regulatory license held by entity
 - Number and type of commercial vehicles with parking plan
 - Name and title of both owner and applicant
 - Name and type of each licensed professional working at location

Additional documentation may be necessary, including but not limited to:

- Fictitious Name Affidavit - form required for businesses which do not have a Fictitious Name filed with Sunbiz.
- Statement of Square Footage - form required for businesses which are merchants, manufacturing, or storage.
- Statement of Units – form required for businesses which are apartments, hotels/motels, vehicle rentals, or medical facilities.
- Statement of Seating – form required for businesses which are food service.
- If your business or profession requires a federal registration, a state license or registration, or a county license or certificate, you must submit a valid copy with the application.
- If you are utilizing a mailbox or virtual office for the business address you must supply a copy of the current contract and/or lease. You may not use a U.S. Post Office mailbox.
- Change of ownership requires a Bill of Sale or other proof of ownership transfer.

Fees:

- Annual Local Business Tax** - The annual fee varies, dependent upon the classification of the business (Sec.14-39, City Code) as determined by the LBTR Clerk.
- \$15 application and \$270 code compliance inspection.** Code compliance inspections are required but may be waived for the following documented situations: business address is a mailbox or virtual office; building permit issued to location which will (or has) receive a C.O. within 10 business days and includes business as tenant; application is to join or share space within an existing business which recently passed inspections.
- Payment of the \$15 application fee is due at the time of document submission and may be made with cash, card, check, or money order payable to the City of Plantation. All card transactions have an additional 3% fee added by the processing company.

Important information:

- **If you are applying for a new business or change of address, verify that the proposed use is currently permitted at the location by calling Zoning at 954-797-2225.** A Local Business Tax Receipt will not be issued to a business which is not in compliance with current zoning code.
- **Timing:** Applications are processed in the order received and may take up to two weeks; expediting is not available. Change of ownership applications are required within 10 business days of transaction. If you have a building permit, submit application just prior to scheduling final inspections. Code Compliance Inspections are scheduled after application processing and approval, which may take up to two weeks. Business certificates are issued after application approval and all required Code Compliance Inspections are passed.
- Applications may be submitted by mail to City Hall; in person to the LBTR Clerk at Development Services, Monday through Friday, between the hours of 8am and 4pm; or through the web portal.
- Required notary service may be performed by the LBTR Clerk, free of charge, at the time of application submittal. If you plan to utilize this service, wait to sign documents until in front of the notary and remember to bring a government issued photo ID.
- This check-list is not all-inclusive for every classification of business.
- Incomplete applications will not be processed.