



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

- Driver License or other government issued photo identification of the applicant needs to be presented at time of processing and must match the application address.
- Complete Application for Local Business Tax Receipt including an original signature of the applicant.
- Complete the Agreement and License Permitting Inspection of Local Business Tax Receipt at a Residential Address.
- Proof of Entity from Sunbiz.org. Print both the Detail by Entity Name and the Fictitious Name Detail.
- Letter of intent with notary, which must include (but is not limited to) the following:
 - Name of business
 - Days and hours of operation
 - **Detailed** business description
 - Square footage of entire home
 - Number of client or customer visits anticipated daily at location
 - Name and regulatory license held by all professionals working at location
 - Address of business
 - Number of people working at location
 - Name of homeowner
 - Square footage used for business
 - Parking plan for non-residents visiting location
 - Does the entity hold a regulatory license? If yes, what type and issued by which agency?
 - Date of application
 - Name of business owner
 - Name of HOA or Condo Association
 - Printed name and signature of applicant
 - Statement of no commercial vehicles or signage visible 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.
- 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 not the homeowner, as filed with the Broward County Property Appraiser, you must submit the homeowner's notarized authorization for a residential business. If leasing from a community, obtain authorization from leasing office; otherwise, use the Homeowner Authorization form.
- If the residence is within a neighborhood with a HOA or condo association, you must obtain and submit the association's approval. (Sec.27-664 Code of Ordinances, City of Plantation)
- 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.

Fees:

- \$15 application Fee** – Payment due at the time of document submission. May be made with cash, check, or money order payable to the City of Plantation.
- 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. This fee will be invoiced after application approval. Payment may be made online with a card, by mail with check or money order, or in person at Development Services.

Important information:

- **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.
- Applications may be submitted by mail to City Hall; or, in person to the LBTR Clerk at Development Services, Monday through Friday, between the hours of 8am and 4pm.
- 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.