



The following is required for every application:

- Form - Application for Local Business Tax Receipt - legible and complete with applicant's original signature
- Form - Agreement and License Permitting Inspection of Local Business Tax Receipt at a Residential Address - must be complete with original signature and original notary
- Form - Statement of Units for Hotel/Motel/or Boarding House - must be complete with original signature and original notary
- Form - Affidavit of Compliance - must be completed by property owner with original signature and original notary
- Fictitious Name Status - print the Fictitious Name Detail from Sunbiz.Org. Entities who do not have use a DBA should submit the Form Fictitious Name Affidavit.
- Proof of Corporate Status - print the Detail by Entity Name from Sunbiz.Org
- Florida Department of Revenue current certificate of registration for sales tax
- Proof of active Broward County Tax Collector tourist development tax account
- Survey, aerial photo, or site sketch - must include all structures, pools, fencing, and parking
- Floor Plan - must have all rooms clearly labeled
- Copy of rental lease agreement with house rules
- Commercial Certificate of Liability Insurance with The City listed as a certificate holder with the following minimum amounts: \$1,000,000 for Each Occurrence; \$2,000,000 Policy Aggregate; and \$1,000,000 Personal & Advertising Injury
- Letter of intent - must be clearly legible with original signature of applicant, original notary, and address each of the following:
 - Name of business operating
 - Name, address, and telephone number of property owner
 - Square footage of entire home
 - Square footage of rentable space
 - Expected rental frequency
 - Will residence be owner occupied during rental?
 - Address of residence to be rented
 - Name, address, and telephone number of property manager
 - Number of rooms for rent
 - Maximum occupancy
 - Number of parking spaces available
 - Statement of no signage, commercial vehicles, storage of equipment, or merchandise at location
 - Date of application
 - Name, address, and telephone number of applicant
 - Number of people working at location
 - Name of HOA or Condo Association
 - Was HOA or Condo Association notified?
 - Statement of understanding and compliance with all applicable City Code, State Laws, and Federal Regulations

Additional documentation which may be required:

- Florida Department of Business and Professional Regulation license for transient public lodging
- Form - Homeowner Authorization, completed by property owner if not same as business owner

Application Fee and other Important information:

- Applications are processed in the order received by the Local Business Tax Desk at the Development Services Building, between the hours of 8am and 4pm, Monday through Friday.
- \$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 a 3% fee added by the processing company. Additional fees will be invoiced and must be paid prior to certificate issuance.
- Required notary service may be performed by the Local Business Tax Clerk, free of charge.
- Incomplete applications will not be processed.
- Application submitall for Local Business Tax Reciept does not guarantee issuance of certificate.