



# STARTING YOUR BUSINESS IN PARKLAND

The City of Parkland (City) welcomes your new business to our area. In an effort to ease the process of opening your business in our City, we are here to help you every step of the way. We know starting a new business or opening a new location for an existing business can be tedious, cumbersome, and overwhelming. This document is intended to streamline the items you are required to provide to the City before opening for business in Parkland. Additionally, if you plan to hold a grand opening or ribbon-cutting event to which you would like to invite the Mayor and City Commissioners, that request cannot be processed until all requirements to do business in the City have been fully satisfied. Typically, grand opening events that involve the Mayor and City Commissioners are held no less than 30 days after issuance of the City's Business Tax Receipt.

## **State of Florida**

The first step to bringing your business to Parkland is to secure all necessary certifications and licenses from the State of Florida. This may include licenses through the Department of Agriculture and Consumer Service, the Department of Business and Professional Regulations, the Department of Health, or other State agencies. Additionally, all businesses require either Articles of Incorporation or Articles of Organization. Regardless of the nature of your business, all State requirements must be satisfied before you can do business in Parkland.

## **Broward County**

Once you have satisfied all State requirements, you must apply to Broward County for a Business Tax Receipt (BTR), formerly known as an Occupational License. Based on the nature of your business, multiple BTRs may be necessary. This will require proof of having satisfied all State requirements and may also carry certain Broward County-specific steps.

## **City of Parkland**

After meeting all State and County demands for operating a business, the City also requires application for all necessary BTRs. That is the final stamp of approval that permits your business to open in the City of Parkland. But it will need to be preceded by proof of having satisfied State and County requirements which may include a County health permit, a State beverage license, a Department of Agriculture food permit, or other permits or licenses. Additionally, you will need to have a lease agreement in-hand indicating your contracted permission to work in your chosen location. If a buildout of the space your business will occupy is necessary, that buildout is considered complete and ready to occupy only after all necessary City inspections have been satisfactorily finalized. Floor plans, a seating license, and a bio medical waste permit are among the items that may be needed prior to issuance of a City BTR.

## **Parkland Chamber of Commerce**

The Parkland Chamber of Commerce can be a great support and networking resource for new businesses in the City. This business advocacy organization helps improve Parkland's business climate while promoting civic and social interest in the City. An independent organization, the Chamber can help you establish mutually-beneficial business relationships. Visit [parklandchamber.org](http://parklandchamber.org).

## **Mayor and City Commission**

It is only after all State, County, and City requirements have been finalized and you receive your City BTR that your business can open in Parkland. At that time, if you would like the Mayor and City Commission to attend your grand opening / ribbon-cutting event, e-mail your request to [tdeangelis@cityofparkland.org](mailto:tdeangelis@cityofparkland.org) and it will be processed. Due to scheduling, allow a minimum of 30 days between the time of your request and the event and please understand that all requests may not be able to be fulfilled.



# THINGS YOU WILL NEED TO START YOUR BUSINESS IN PARKLAND

## For The State of Florida\*

- Articles of Incorporation or Articles of Organization and Fictitious Name Registration if applicable
- Department of Business and Professional Regulation license (for restaurants, cosmetology, veterinary, etc...)
- Florida Department of Health license (for medical and dental establishments)
- Florida Department of Agriculture and Consumer Services license (for food and gas station establishments)

\*You might also need licenses and /or certifications specific to your chosen business

## For Broward County

- Business Tax Receipt(s) (BTR) (formerly known as Occupational License)
- Multiple BTRs may be required (e.g. supermarket may require four BTRs: retail sales, pharmacy, food, vending)

## For City of Parkland\*

- Business Tax Receipt
- Copy of lease agreement
- Building permit application for commercial space buildout or tenant compliance
- Copies of all State and County requirements above

\*Based on the nature of your business, other documents may be necessary