



City of Parkland
6600 University Drive
Parkland, FL 33067

Commercial Business Tax Receipt Application

APPLICATION TYPE

New Business

Change

BUSINESS INFORMATION

Name of Business: _____

Sole Proprietor

Partnership

Corporation

LLC

Fictitious name (if any): _____

FEIN: _____ FL Sales Tax # _____

Describe type of business in detail to enable City to determine the proper classification for the Tax Receipt. Failure to provide accurate information could result in the revocation of your business tax receipt and legal action.

Type of Business: _____

Address of Business: _____

Mailing Address: _____

Business Phone: _____ Home Phone: _____

Emergency Contact: _____ Emergency Phone: _____

Renewal Notice/Email: _____

Renewal Mailing Address: _____

Leasing Agent: _____

BUSINESS DETAILS

Date Business Opened: _____ Number of Employees: _____

Hours of Operation: _____ Alcoholic Beverage Sale/Consumption: _____

Restaurant/Food Service – must attach floor plan Number of Seats: _____

Professional – must provide copy of License Number of Professionals: _____

Total Square Footage: _____

Day Care: Family Child Care Home Inspection Report Approval Date: _____

Name of Company hauling Recyclable Materials: _____

Are there coin operated merchandise or amusement machines on premises?

Yes

No

Number

Type: _____



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OWNER INFORMATION

Owner Name: _____

Phone: _____ Email: _____

Home Address: _____

Driver's License # _____ State Issued: _____

Agent Information (if different than owner)

Agent Name: _____

Phone: _____ Email: _____

Home Address: _____

Driver's License # _____ State Issued: _____

AFFIDAVIT Sign in Presence of Notary Only

This is to certify that all information given is true and accurate. I have read this application and the statements contained herein are true and correct to the best of my knowledge.

Signature: _____ Print Name: _____

Date: _____

STATE OF FLORIDA, COUNTY OF BROWARD, SWORN TO AND SUBSCRIBED BEFORE ME

THIS _____ DAY OF _____, 20_____.

Personally Known Produced ID Type of ID: _____

NOTARY PUBLIC

(sign and stamp) _____

For City Use Only:

License #: _____ Lot & Block: _____ Subdivision: _____

Code Section: _____ Zoning District: _____ Use: _____

Fire Inspector Approved: _____ Denied: _____ Date: _____

Zoning Approved: _____ Denied: _____ Date: _____

Building Official Approved: _____ Denied: _____ Date: _____

Add penalty of 10% after October 1; 15% after November 1; 20% after December 1; 25% after January 1

A one-time, non-refundable fee of \$30.00 will be charged for Zoning on all new applications.



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Please read and follow the directions provided below.

To apply for a new Commercial Business Tax Receipt

1. **Verify Proposed Use**
If this is a new business or use, please contact the Planning & Zoning Department (954.757.4158), to verify that the proposed use is permitted.
2. **Business Tax Receipt Application**
The applicant shall complete the Business Tax Receipt Application form in full and submit it to the City for review at least two weeks before the proposed business opening. Application must be completed in full.
3. **Building Permits/Certificate of Occupancy/Tenant Compliance Certificate**
For new construction or remodeling, the applicant is responsible for obtaining the applicable building permits and a Certificate of Occupancy (CO). A CO permits occupancy of a space however, it does not permit conduct of business.
If no construction/remodeling is planned, a Tenant Compliance Certificate is required along with a Fire Inspection.
4. **Secure required licenses/certificates from County, State or applicable agencies.**
5. **Please note: your City and County Business Tax Receipts must be conspicuously displayed.**

Documents Checklist

Required Documents

- Lease Agreement or Warranty Deed
- Articles of Incorporation/Partnership Papers/LLC Papers
- Floor Plan

Additional Documents – Required only if they apply to you

- Certificate of Occupancy (for new businesses) OR Tenant Compliance Certificate
- Fictitious Name Registration or DBA filed with State
- Broward County Health License (restaurant, food store, etc.)
- Broward County HRS Child Care License (if child care operator)
- Broward County ALF (Assisted Living Facility)
- Professional State License from Dept. of Business & Professional Regulations (professionals)
- Alcohol and Tobacco License
- State Certification (as may be required by business type)
- Department of Professional Regulation Inspection Report (as applicable)