

FOR CURRENT AND FUTURE BUSINESSES IN THE CITY OF BELLEAIR BLUFFS

THE FOLLOWING REVIEWS ARE PERFORMED ON ALL LICENSE REQUESTS

1. After you have determined your location is in the proper land use district you will need to complete an application for a Local Business Tax Receipt (formerly Occupational License).
2. The business location or office for each license issued must be in compliance with each of the applicable codes of the city, such as building, planning, fire, sanitation, electrical and safety, and the Mayor may withhold or suspend any occupational license at such location until compliance with such codes has been evidenced.
3. Building code regulations: If you will be remodeling the premises you should check with City Hall (727) 584-2151 to determine if building permits will be required.

BUSINESS TAX RECEIPTS (CODE OF ORDINANCES SEC. #118)

1. The occupational license fee is based on the different types of business/services being provided and the fee structure varies from one classification to another. Payment of the license fee is required upon submittal of the application.
2. Particular information is required for various types of businesses. Call City Hall (727) 584-2151 for information.
3. When the application has been approved, all required documentation submitted, fees paid as required, and all inspections have been made and approved, the occupational license will be mailed to the noted mailing address.
4. The occupational license shall be obtained prior to the commencement of the business or the practice of the profession; and if not, the applicant shall be subject to a penalty of twenty-five percent (25%) of the license fee determined to be due, not in excess of \$100.00.
5. A home occupation is a permitted use in a residential area, subject to certain limitations intended to protect residential neighborhoods; therefore, an informational call to city hall should be made prior to engaging in such a business.

TRANSFERS OF AN OCCUPATIONAL LICENSE

1. Person-to-Person Licenses issued by the City may be transferred from one owner to another, by completing the following:
 - a. The seller of the business shall present the license to city hall within thirty (30) days after such sale with the following endorsement signed and dated by the seller on the reverse side of the city license:
"I (seller), wish to transfer this license to (buyer)."
 - b. The purchaser shall then file an application for a transfer of a license and shall qualify in all respects as provided by the ordinances of the City.
 - c. The payment of a transfer fee of twenty-five dollars (\$25.00) shall be made.
 - d. The purchaser shall produce a properly executed instrument showing the transfer of goods and of the lease or deed to the property.
 - e. If the above conditions are not complied with a license fee in the full amount as provided by the Code of Ordinances shall be due.
2. Location-to-Location Licenses issued by the City may be transferred from one location to another in the proper Land Use Districts for a fee of three dollars (\$3.00).

SIGN PERMITS (CHAPTER 102, ARTICLE XVIII)

1. A sign permit is required for the installation of any sign. This includes changing the sign face of an existing sign. A sign permit must be issued before any sign is erected within the City.
2. Grand Opening Signs a new business is allowed to display a grand opening sign within the first three (3) months of business for a period of fifteen (15) days. A temporary sign permit application must be completed and submitted for approval. There is a twenty-five dollars (\$25.00) fee for this permit. The maximum square footage allowed is 24 square feet.

GENERAL INFORMATION

1. Pinellas County Occupation Licenses: Every legal business in Pinellas County is required to have a Pinellas County occupational license. The Clearwater office is located at 315 Court St., call 464-3383. The cost of County licenses varies for the different types of business according to the classification.
2. Fictitious Name Act: If your business will use any name other than your own, you must register or re-register, pursuant to the Fictitious Name Act, with the State of Florida Division of Corporations in Tallahassee. This does not apply to corporations. For filing procedures or questions call (904)488-9000. Filing forms are available at the County Occupational License counter.
3. Pinellas County Health Department/State of Florida Hotel and Restaurant: Any business dealing in foods, pest control and any health affecting product or service, food outlets and restaurants, need a Health Food Permit.
4. State Sales Tax: The State of Florida, in conjunction with Pinellas County, collects retail sales tax on certain items. You must register with the State of Florida to collect this tax. For further information, contact the Florida Dept. of Revenue, State Sales Tax Division, 19337 US 19 #230, Clearwater call 538-7400.
5. State Unemployment Insurance: This tax is applicable to both new and existing businesses that have one or more employees and is assessed on the wages of each employee. Employers are required to seek determination of liability from a local office. Reports should be filed quarterly with the Florida Department of Labor and Employment Security, Division of Unemployment Compensation Tax, 308 Caldwell Building, Tallahassee, FL 32399.
6. Worker's Compensation: The Florida Dept. of Labor and Employment Security also handles workers compensation. If a business is non-construction related and has four or more employees, workers compensation coverage is required. All construction-related businesses should, whether a sole proprietor or those having employees require specific coverage.
7. Employee/Employer Taxes and Self-Employment Tax: You are required to contact the Internal Revenue Service, 1-800-829-1040-or visit the local office in St Petersburg at 96 Koger Blvd., for further information.
8. Corporations: Application is required only if your business is a corporation or if you plan to incorporate. Contact the Florida Department of State, Division of Corporations, P.O. Box 6327, Tallahassee, FL 32314
9. Working in Other Municipalities: if your business requires that you work in other municipalities, you must check with each municipality regarding their licensing ordinances.

PLEASE NOTE

The above is an information guide only for the City of Belleair Bluffs and does not supersede other applicable Federal, State or County regulations or requirements. You may contact the Florida Department of Commerce, Division of Economic Development, for further information. Check with your attorney to insure you are complying with all Federal, State, County and Municipal laws.



LOCAL BUSINESS TAX FORM

CITY OF BELLEAIR BLUFFS

2747 Sunset Blvd.

Belleair Bluffs, Florida 33770

Phone: 727-584-2151 Fax: 727-584-6175

NO LOCAL BUSINESS TAX LICENSES WILL BE ISSUED UNTIL ALL APPLICABLE PERMITS AND CODES HAVE BEEN COMPLIED WITH. Ordinance 118-18

Business Name _____

Business Address _____

Business Phone Contact _____

Business Category (see below) _____

Business Federal ID or Social Security Number _____

Business Owner Name _____

Business Owner Phone Contact _____

Business Owner Address _____

Business Service or Office:	\$40.00	No stock and not listed below
Financial Advisory Services	\$100.00 per location	\$10.00 per agent
	Number of Agents _____	
Financial Institutions	\$130.00	1-10 employees
Insurance	\$60.00 Company \$ 6.00 Agent	\$50.00 per adjustor
Merchants	Stock value up to \$20,000	\$40.00
Requires Merchant Inventory Form	Each \$1,000 or portion thereof over \$20,000	add \$1.25 to the \$40.00
Personal Services (Salons – hair, nail, spa)	\$30.00 First chair, \$10.00 additional chair	
	Number of Chairs _____	
Professional Services (Accountant, Physician, Dentist etc.)	\$60.00	
Real Estate Broker	\$40.00	

Rental Units	\$20.00	1-5 Units
	\$40.00	6-10 Units
	\$60.00	11-20 Units
	\$80.00	21-30 Units
	\$100.00	Over 30
	Number of Units	_____

Restaurants	\$70.00	20 -25 seats
	\$100.00	26-50 seats
	\$150.00	51-100 seats
	\$250.00	Over 100 seats
		Number of Seats

Note: Per Chapter 118-17 of the Belleair Bluffs Code of Ordinances: “each business, profession, occupation or calling in the city shall be required to have a separate receipt for each classification under each category pertaining to their activities”.

Professional Licenses: Copies of Professional Licenses issued by the State Department of Professional Regulation and County Licensing Boards must be submitted with your application. Please notify us of any changes as they occur in your business operation.

Affidavit: I have read the foregoing and certify the information contained herein is correct to the best of my knowledge and belief:

Signature of applicant: _____ Date _____