



# BUSINESS REGISTRATION APPLICATION

## 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)**

**PLEASE PRINT CLEARLY**

Business Name (Sign) \_\_\_\_\_

Business Physical Address \_\_\_\_\_ Unit # \_\_\_\_\_

Business Physical Phone \_\_\_\_\_

Email Contact \_\_\_\_\_

Business Owner Name \_\_\_\_\_

Business Owner Address \_\_\_\_\_

Business Owner Phone \_\_\_\_\_

Business Federal ID or Social Security Number \_\_\_\_\_

Business Category (see below) \_\_\_\_\_

Business Tax Amount Due \_\_\_\_\_

**MAILING 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 \$50.00 per adjustor  
\$ 6.00 Agent

**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** \$30.00 First chair, \$10.00 additional chair  
(Salons – hair, nail, spa) **Number of Chairs** \_\_\_\_\_

<b>Professional Services</b> (Accountant, Physician, Dentist etc.)	\$60.00	
<b>Real Estate Broker</b>	\$40.00	
<b>Rental Units</b>	\$20.00	1-5 Units
	\$40.00	6-10 Units
	\$60.00	11-20 Units
	\$80.00	21-30 Units
	\$100.00	Over 30
	<b>Number of Units</b>	_____
<b>Restaurants</b>	\$70.00	20 -25 seats
	\$100.00	26-50 seats
	\$150.00	51-100 seats
	\$250.00	Over 100 seats
	<b>Number of Seats</b>	_____

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: I have read the Current and Future Use Business Form

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of City Administrator \_\_\_\_\_ Date \_\_\_\_\_

**CHECKLIST OF REQUIRED DOCUMENTS:**

- Local Business Tax Form
- Driver's License
- Contract/Lease with Property Owner
- Sign Permit Application
- Grand Opening Temporary Banner Permit, *if applicable*
- State Sales Tax Number, *if applicable*
- Professional Licenses Required to Operate Business, *if applicable*
- FEIN or SS Number

**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 license fee is based on the distinct types of business/services being provided and the fee structure varies from one classification to another. Payment of the license fee is required upon approval of the application.
2. Particular information is required for distinct 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 license will be mailed to the noted mailing address.
4. The 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 BUSINESS TAX RECEIPTS**

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.

**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 fourteen (14) days. A temporary banner 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.

**PLEASE NOTE**

The above is an information guide only for the City of Belleair Bluffs and does not supersede other applicable Federal, State, County or local 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.



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[www.belleairbluffs-fl.gov](http://www.belleairbluffs-fl.gov)

**SCHEDULE FOR DETERMINING MERCHANT'S BUSINESS TAX**

Complete this form and return with remittance

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

Amount of last actual merchandise inventory:

\_\_\_\_\_

Amount of merchandise estimated inventory as of **October 1<sup>st</sup>**

\_\_\_\_\_

**From the Belleair Bluffs Code of Ordinances:**

**Chapter 118-16. Tax based on stock of merchandise**

“In all cases where the business tax depends on the stock of merchandise, the tax shall be computed according to the stock of merchandise on hand as of the first day of the tax year for which the receipt is issued. In all such cases, the applicant shall file with the Mayor an affidavit stating, under oath, the value of the stock or merchandise as shown by the last merchandise inventory taken by the applicant. Goods held on consignment for sale shall be included in the stock of merchandise on hand for the purposes of this chapter.”

Merchants (sale of goods and products from inventory).

- (1) Stock value to \$20,000: \$40
- (2) Each \$1,000 or portion thereof over \$20,000: \$1.25”

Calculate: As of October 1<sup>st</sup>  
 Value of Stock to \$20,000 \$ 40.00

Value of Stock over \$20,000 \_\_\_\_\_ (x .00125) + \$ \_\_\_\_\_

**TOTAL DUE \$ \_\_\_\_\_**

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

Signature \_\_\_\_\_

Date \_\_\_\_\_