

LOCAL BUSINESS TAX APPLICATION CHECKLIST **COMMERCIAL LOCATION**

Submit the following documents along with your application to the City of Atlantic Beach:

MANDATORY DOCUMENTS (Applies to all businesses)

LOCAL BUSINESS TAX APPLICATION (the application must be completed IN FULL and SIGNED)

AND

Copy of DRIVER LICENSE (or OTHER PICTURE I.D.)

AND

Copy of CORPORATE REGISTRATION (with state registration number)

AND/OR

Copy of FICTITIOUS NAME REGISTRATION

OR

A written statement, signed by the applicant or new owner, which sets forth the reason that the applicant or new owner need not comply with the “Fictitious Name Act”.

NOTES: **If business name is same as their full legal name, no registration is required.**

If you have a corporation and are using a fictitious name, both registrations will be required.

If a business is incorporated, but wants to use the same name but without the words Inc., LLC or Company, they do not require a separate fictitious name registration.

EXTRA DOCUMENTATION REQUIREMENTS (Depending on type of business)

Copy of State registration or certification

Health Certificate

Department of Agriculture & Consumer Service Registration or exemption

Other _____