

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 _____

APPROVALS AND FEES REQUIRED:

PLEASE NOTE: INSPECTIONS ARE REQUIRED WITHIN THIRTY (30) DAYS OF APPLICATION SUBMITTAL

1. **Zoning Department:** Zoning Review is required for all Local Business Tax Applications. You will be notified if your business location is not approved or if it requires a Use-by-Exception approval.
2. **Building Department:** \$100.00* will be assessed when Building Inspection is scheduled and must be paid prior to receiving the Local Business Tax Receipt. The Building Department will call to schedule the Building Inspection. **Prior to the inspection, please review the Change of Tenant Checklist.**

**Change of Tenant Fee. A fee of \$100.00 shall be paid when a new tenant occupies an existing commercial space. The fee shall be for the application review and site inspection of the property to determine occupancy compliance with required regulations.*

The Building Inspector will determine whether or not a Fire inspection is also needed. If no fire inspection is needed, skip Step 3.

3. **Fire Department:** A FEE MAY BE ACCESSED and will be billed through the City of Jacksonville. Prior to scheduling the fire inspection, please review the Fire Department Inspections Business License Checklist (attached) and when the requirements have been met; call **247-5835** to request the City to schedule a Fire Inspection. **Please be sure to indicate that the inspection is for a new business in Atlantic Beach.**
4. **Finance Department:** FEE DEPENDS ON BUSINESS CLASSIFICATION(S) & OTHER VARIABLES. Once all required documents are submitted and all three department approvals listed above are obtained, the Finance Billing Specialist will approve and will process an invoice for the Local Business Taxes. The payment should be submitted to the Cashier' Office and within a few days, and the Business Tax Receipt/Certificate will be mailed to the business.
5. **Commission approval:** required for the following businesses:

Passenger vessel	Day labor employment service
Escort service	Body piercing/tattoo artist
Lingerie modeling shop	900 telephone service or equivalent
Teen club	Sexually-oriented live entertainment

If you encounter any problems with any of these requirements, please call 247-5835 for assistance.

NOTE: Any person engaging in or managing any business, occupation or profession without first obtaining a local business tax receipt shall be subject to a penalty of twenty-five (25) percent of the business tax fee determined to be due, in addition to the penalty provided by F.S. Ch. 162; any such business may be closed by the City Manager or his designee until the business tax requirements have been met.