# LOCAL BUSINESS TAX APPLICATION CHECKLIST
# COMMERCIAL LOCATION

Submit the following documents along with your application to the City Clerk:

**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 FICTITIOUS NAME REGISTRATION (or Exemption)

OR

- ☐ Copy of CORPORATE REGISTRATION (with state registration number)

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

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**EXTRA DOCUMENTION 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: $25.00** will be assessed immediately upon submitting the Local Business Tax Application and must be paid before Zoning Reviews are performed. You will be notified if your business location is not approved or if it requires a Use-by-Exception approval.

2. **Building Department: $75.00** will be assessed when Building Inspection is scheduled and must be paid prior to receiving the Local Business Tax Receipt. Prior to the inspection, please review the Change of Tenant Checklist (attached) and when business space is ready to occupy, **call 247-5826 to schedule the Building Inspection**.

*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 $100.00 fee is split up between the Zoning Department and Building Department as indicated above.*

3. **Fire Department:** A **FEE WILL 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 247-5810 to request the City Clerk's office to schedule a Fire Inspection**. **Please be sure to indicate that the inspection is for a new business in Atlantic Beach.**

4. **City Clerk 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 City Clerk 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, the Business Tax Receipt/Certificate will be mailed to the business.

5. **Commission approval:** required for the following businesses:

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| 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 247-5810 or 247-5821 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.**