



**CITY OF ARCADIA
LOCAL BUSINESS TAX RECEIPT
APPLICATION**
(Formerly Occupational License)

Filing this application does NOT allow applicant to operate or engage in any type of business until the City issues a Local Business Tax Receipt to the applicant. More than one business at a location will result in a minimum utility charge for each business. Any person, firm, or cooperation who shall engage in any occupation, business, or profession without an occupational license shall be punished in accordance with the City Code. Applicant should not rely on any information as to a business being allowed at a location until the business receives final approval from the City Zoning Official.

CHECKLIST OF DOCUMENTS REQUIRED FOR LOCAL BUSINESS TAX RECEIPT

- _____ COMPLETED AND SIGNED APPLICATION
- _____ COPY OF SALES TAX CERTIFICATE, IF RETAIL
- _____ COPY OF CORPORATION, LLC, OR FICTICIOUS NAME REGISTRATION (www.sunbiz.org)
- _____ STATE LICENSE, IF APPLICABLE ([SEE PAGE 2](#))
- _____ COPY OF INSURANCE FOR MOBILE VENDORS (Proof of Limits)
- _____ PROOF OF PUBLIC & PROPERTY DAMAGE LIABILITY INSURANCE (min 100/300) BODILY INJURY EACH PERSON, 50K PROPERTY DAMAGE (MOBILE FOOD VENDORS)
- _____ COPY OF FOOD SAFETY INSPECTION REPORT (mobile food vendors & restaurants – issued by FDACS)

Date: ___/___/___

Applicant: _____ Title: _____
 Business Name: _____ Business Address: _____
 Phone: _____ Email Address: _____
 Type of Business: _____ Sales Tax #: _____
 Mail Renewal Notice to: _____ Manager's Name: _____

FILL IN ALL APPLICABLE ITEMS BELOW

Merchants: Beginning Stock Value (your cost) \$ _____

() Restaurant Number of Occupancy _____
 () Hotel () Motel () Apartments # of Rental Units _____

Name and address of person holding State Certification: _____
(A copy of the Hotel & Restaurant Commission Certificate must be attached)

() Registered Number _____ Expiration Date: _____

Coin Operated Machines: () Washers # _____ () Dryers # _____ () Vending Machines # _____
 () Video Games # _____ () Pool Tables # _____ () Juke Box # _____
(A list of addresses for the location(s) of each machine must be attached)

The undersigned understands that the business, profession, or occupation for which a City of Arcadia occupational license is being applied for may require State and/or County certification, and registration of a fictitious name; and that such certification and/or registration, if any, are obligations of the applicant. BY SIGNING THIS FORM YOU ARE ACKNOWLEDGING THAT ALL THE INFORMATION CONTAINED HEREIN IS CORRECT.

(Applicant Signature)

(Title)

Property owners or their authorized agent shall submit a separate application with applicable fees for review and approval of all business signage in accordance with the City of Arcadia's sign code.

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|------------------|---------------|-----------|-----------------|--|
| OFFICE USE ONLY: | Systems Dept: | | | |
| | Date | Comments: | Signature: | |
| | City Code: | | | |
| | Date | Comments: | Administration: | |

PLEASE CALL 863-494-4114 WITH ANY QUESTIONS

BEFORE A LOCAL BUSINESS TAX RECEIPT IS ISSUED FOR BUSINESS UNDER SOME CLASSIFICATIONS, the applicant must have complied with certain requirements as shown below. Please note that you **must provide a copy** of the license, certificate, registration, or exemption with your application.

1. **HOTELS, MOTELS, ROOMING HOUSES AND APARTMENTS**, along with **ANY FOOD OR DRINK ESTABLISHMENTS** must have a license from the State Hotel Commission before a Local Business Tax Receipt can be issued. Please call the Department of Business and Professional Regulation*, Division of Hotels and Restaurants at 1-800-749-6368 for more information.
2. **HEALTH CLUBS, SPAS, WEIGHT CONTROL CENTERS, MASSAGE STUDIOS, PUBLIC BATHS, KARATE OR JUDO SCHOOLS, AND TENNIS, RACQUETBALL, OR SWIMMING CLUBS** must post a financial security (\$50,000.00 bond) with the Florida Department of Agriculture and Consumer Services ** per Florida State Statute 501.012(1)(A) before a Local Business Tax Receipt can be issued. Please call 800-HELP-FLA (800-435-7352)
3. **SELLERS OF TRAVEL, INCLUDING INDEPENDENT TRAVEL CONSULTANTS**, must have a Certificate of Registration ** or Statement of Exemption before a Local Business Tax Receipt can be issued. Please call 800-435-7352 for information. Also, please see important note 1 below.
4. **TELEMARKETERS** must have a Certificate of Registration **, an Affidavit of Exemption, or a Letter of Exemption before a Local Business Tax Receipt can be issued. Please call 850-922-2966 for information.
5. **EXTERMINATORS** must have a State License ** before a Local Business Tax Receipt can be issued.
6. **MOTOR VEHICLE REPAIR SHOPS** must obtain a Certificate of Registration ** or Exemption Certificate before a Local Business Tax Receipt can be issued.
7. **MOTOR VEHICLE DEALERS** must be State licensed from the Department of Highway Safety and Motor Vehicles before a Local Business Tax Receipt can be issued. Please call 850-410-3797 for information.
8. **AUCTIONEERS** must have a State License * before a Local Business Tax Receipt can be issued. Please call 850-410-3937.
9. **REAL ESTATE BROKERS** must furnish a Florida Real Estate Commission Certificate. Please call the Commission at 407-245-0314 and the Department of Business and Professional Regulation * for more information. Also, see important note 1 below.
10. **MORTGAGE BROKERS, MORTGAGE LENDERS, SECURITIES BROKERS, SECURITIES AGENTS, BANKS AND SAVINGS & LOAN ASSOCIATIONS** chartered in the State of Florida must obtain a State License from the Department of Financial Services before a Local Business Tax Receipt can be issued. Please call 850-410-9895.
11. **MOBILE HOME PARKS, CHILD CARE FACILITIES, FAMILY DAY CARE FACILITIES, GROUP CARE HOMES, NURSING HOMES, TRAINING SALONS AND TANNING BOOTHS** are required to obtain a license from the Florida Department of Children and Families before a Local Business Tax Receipt can be issued. Please call 850-487-3166.
12. **ASSISTED LIVING FACILITIES, ADULT CARE CENTERS AND ADULT CONGREGATE LIVING FACILITIES** must have a State License from the Florida Agency for Health Care Administration's Adult Care Unit before a Local Business Tax Receipt can be issued. Please call 850-487-2515.
13. **NURSING HOMES, HOSPICES, AND CONVALESCENT HOMES** must have a State License from the Florida Agency for Health Care Administration's Long Term Care Unit before a Local Business Tax Receipt can be issued. Please call them at 850-488-5861 for details.
14. **HOSPITALS** must obtain a State License from the Florida AHCA Bureau of Health Facility Regulation's Hospital Unit. Please call 850-487-2717.
15. **PAWN BROKERS AND CONSIGNMENTS SHOPS** must obtain a Secondhand Dealers License from the Department of Revenue. Details can be found online at http://www.myflorida.com/dor/taxes/second_hand.html, or by calling 800-352-3671.
16. **BARBERS, BEAUTICIANS, DETECTIVE BUREAUS, PROFESSIONALS AND UNDERTAKERS** must provide a State Certificate issued by their respective State Boards. Details can be found online at www.myflorida.com, or from your State Board directly. Also, please see important note 1 below.
17. **FRESHWATER OR SALTWATER FISH PRODUCT RETAILERS AND WHOLESALERS** must obtain a State Permit from the Florida Department of Agriculture and Consumer Services ** before a Local Business Tax Receipt can be issued.
18. **FIREWORKS RETAILERS** must register with the Florida Department of Financial Services, Division of the State Fire Marshal, Regulatory Licensing Section before a Local Business Tax Receipt can be issued. Please call 850-413-3624.
19. **INSURANCE AGENCIES** must register with the Florida Department of Financial Services before a Local Business Tax Receipt can be issued. Please call 850-413-3137.

1 IMPORTANT: PLEASE NOTE THAT A LOCAL BUSINESS TAX RECEIPT FOR AN OFFICE DOES NOT COVER PROFESSIONALS WORKING IN THAT OFFICE. Each person engaged in professions or occupations that require state licenses, registrations or certificates to conduct business (such as a barber, beautician, doctor, lawyer, Certified Public Accountant, nail technician, seller of travel, ect.) must apply for an **individual Local Business Tax Receipt** to perform work within the City

***THE FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION** provides online information about the licenses and certificates marked with an asterisk above. Please visit them at <http://www.state.fl.us/dbpr> or call them at 850-487-1395.

****THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES** provides information about the licenses and regulations marked with a double-asterisk above. Visit them at <http://www.doacs.state.fl.us/onestop> or <http://www.freshfromflorida.com> or call them at **800 HELP FLA (800-435-7352)**.