

Thinking of Opening a Business in Palm Beach?

Planning, Zoning & Building Department

360 South County Road
Palm Beach, FL 33480

Phone: 561-838-5431

<https://www.townofpalmbeach.com/284/Planning-Zoning-Building>



Doing Business in Palm Beach

Our mission is to deliver the highest quality service and support to the Palm Beach business community with excellence, integrity, and efficiency.

What is the Tax Receipt?

A business tax receipt is a tax levied on businesses within the municipal boundary. Payment of the tax receipt does not certify or imply the competence of the license. Within Florida, most cities and counties have a business tax receipt program.

When is a tax receipt needed?

The purchase of a tax receipt will be needed for both businesses and business conducted within Town Limits. Businesses with more than one location, will need a separate tax receipt for each location. A separate tax receipt is issued for each use performed within the business and in some cases, to each professional operating within the business. The Business Tax Receipt application is available on the Town's website or at Town Hall.





Business Licensing, Zoning, & Compliance

Questions? Contact the Business Tax Official at [561-227-6411](tel:561-227-6411)

BUSINESS TAX RECEIPT (BTR) - All businesses operating in the Town of Palm Beach must obtain an annual Business Tax Receipt (BTR) from both the Town and Palm Beach County. In addition, individuals who hold a State professional license and work within a business (such as attorneys in a law firm, brokers, or cosmetologists in a salon) must obtain their own separate BTR.

ZONING - All new businesses must comply with the Town's zoning regulations. Before moving forward, confirm how the property is zoned and whether the zoning district permits your intended business use. If renovations or space modifications are planned, your Business Tax Receipt must be submitted to the Town before applying for any permits.

SIGNAGE REQUIREMENTS - The Town regulates the type, size, location, and lighting of all business signage. Permits and inspections are required before signs can be installed or displayed.

VARIANCE, SITE PLAN, OR SPECIAL EXCEPTION - Depending on the type, design, or location of your business, you may need approval from the Town Council before moving forward.

OFF-STREET PARKING REQUIREMENTS - Parking requirements vary based on your site's specific conditions—such as whether it's new construction, an existing building, a change in use, or increased occupancy.

Special Profession Requirements

Professions and Health Related Services

- Certain businesses, such as cosmetologists, real estate brokers, or other professionals certified by the Department of Business and Professional Regulation or the Department of Health, must submit a copy of their license or registration with their BTR application.

Financial and Insurance Institutions

- Banks, mortgage brokers, finance companies, and stockbrokers must register with the Office of Financial Regulation. Include proof of location and licensure when applying for a BTR.

Restaurants and Hospitality

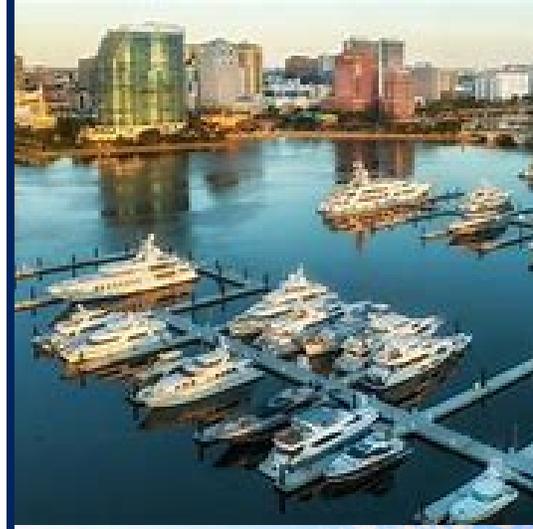
- Restaurants must comply with both State and local requirements. Attach a copy of your health inspection report and coordinate with the Division of Hotels & Restaurants.

Other occupations with necessary permits

- Food outlets, auto repair, travel agencies, telemarketers, health and dance (ballroom) studios must attach a permit, registration or exemption from State of Florida, Dept. of Agriculture & Consumer Services (1-800-435-7352) to the local BTR application.

Certified contractors

- Contractors must attach copies of their Florida or Palm Beach County Certification. County receipts are required; municipal receipts are optional.





Resources & Reminders

Quick Facts for Business Owners

Changing your business location requires zoning approval, a new application, a transfer fee, and surrendering the old tax receipt.

Changing ownership requires proof of sale, a new application, and payment of fees (surrender and transfer).

A new Business Tax Receipt will not be issued until all Town, County, and State requirements are met—including licensing, zoning, construction, fire code, and health approvals.

Business Resources

Business entity registration

All Florida businesses must register with the state. Foreign corporations must register as such.

www.sunbiz.org

Fictitious name filing

If your business name differs from your LLC or corporation, you must file a fictitious name.

www.sunbiz.org

Town Code of Ordinances

Available online at:
www.municode.com

Historical Site Review

If your business is in a historic landmark, check with Planning & Zoning for additional review.

Visit townofpalmbeach.com for more information