

PARKING STATEMENT

New businesses or change of location requests MUST provide a detailed parking statement which includes details of all available on-site and off-street parking, including information regarding the number of parking spaces designated for employee use.

- PROVIDE NUMBER OF OFF-STREET (ON-SITE) PARKING SPACES AVAILABLE FOR EMPLOYEES ON THE SUBJECT PROPERTY: _____
- PROVIDE NUMBER OF EMPLOYEES/STAFF PER SHIFT: _____
- INDICATE LOCATION WHERE EMPLOYEES PARK OFF-SITE: _____

“A FEW QUICK FACTS”

- ✓ Change of business location requires zoning approval, a new application, payment of a transfer fee and surrender of the current business tax receipt.
- ✓ Change of ownership requires proof of sale of business, a new application, payment of transfer fee and surrender of the current business tax receipt.
- ✓ No business tax receipt will be issued until applicable Town, County and State laws are complied with including, but not limited to, building, zoning, construction industry licensing, fire control and health.
- ✓ If your profession or business is certified by the Department or Department of Health, you must attach a copy of your certification, registration, or license to the local BTR application.
- ✓ Restaurants are subject to State and County requirements (licensing, inspections, etc.) in addition to local regulations imposed by the Town. A copy of the State approved inspection report must be attached to the local BTR application.

REMEMBER TO ATTACH THE FOLLOWING DOCUMENTS

FOR ALL NEW BUSINESSES

- Registration of your Legal Business Name with the State of Florida Division of Corporations (www.sunbiz.org)
- Registration of your dba/fictitious name with the State of Florida Division of Corporations (www.sunbiz.org)
- Copy of any applicable license (from DBPR, DOH, etc)
- Copy of dimensioned floorplan showing surrounding spaces

FOR CHANGES TO AN EXISTING BUSINESS TAX RECEIPT YOU MUST ALWAYS

- Surrender original current business tax receipt

ALSO, YOU MAY HAVE TO PROVIDE THE FOLLOWING (DEPENDING UPON CHANGE BEING MADE)

- Registration of your Legal Business Name with the State of Florida Division of Corporations (www.sunbiz.org)
- Registration of your dba/fictitious name with the State of Florida Division of Corporations (www.sunbiz.org)
- Copy of any applicable license (from DBPR, DOH, etc)
- Copy of dimensioned floorplan showing surrounding spaces