



City of Flagler Beach

800 S. Daytona Avenue, P.O. Box 70, Flagler Beach, FL 32136

Phone (386) 517-2000. Fax (386) 517-2016

Dear Prospective Business Owner,

We are pleased you are considering the City of Flagler Beach as the location of your new business. As you begin establishing your business, know that a **Local Business Tax Receipt (LBTR)** is required for any business having a physical address within the city limits. Therefore, we have compiled this application packet to achieve a smooth and timely start up for you.

Our LBTR's are divided into two categories: **commercially zoned businesses** and **home based businesses** located in residential zones.

Any new business operating in a different capacity from the previous business at a commercial location is considered a **change of use**. This change may require site or physical building improvements to comply with State and City Code requirements as well as zoning compliance. **Certain changes require a Licensed Contractor. In addition, all commercial businesses will be required to have an inspection performed by the Fire Inspector prior to being issued a LBTR.**

All signage requires a separate permit and must meet specific Sign Ordinance: Land Development Regulations Article VII. An application may be obtained from the building department. For questions please contact Marlene Beams at (386) 517-2000 Ext. 232 or Larry Torino, City Planner at (386) 517-2000 Ext. 230.

PLEASE TALK WITH OUR OFFICE PRIOR TO ORDERING A SIGN SO WE CAN ASSIST YOU IN MEETING THE SIGN ORDINANCE.

Welcome to Flagler Beach and we hope to have you as part of our business community soon!

Flagler Beach Building & Zoning Department
8:00 AM to 5:00 PM - Monday through Friday

Bonnie S. Wilson, Local Business Tax Clerk 386-517-2000 ext. 231
bwilson@cityofflaglerbeach.com

The City of Flagler Beach Web Site:
www.cityofflaglerbeach.com

Fees and Guidelines

LBTR Approval:

LBTR Application Review fee	\$60.00
Fire Inspection Fee	\$50.00
Fire Re-Inspection Fee (if required)	\$50.00 each

After LBTR Approval:

Annual Fee	\$55.12
Half Year Rate (after March 31st)	\$27.56
Transfer	\$ 5.51

Additional fees will apply for building and or sign construction permits.

All construction must be done by a Licensed Contractor.

Sandwich signs are permitted in the Community Redevelopment Area's (CRA) Downtown Mixed-Use Overlay District and the A1A Retail Corridor Overlay District. Please ask for additional information.

- **Local Business Tax Receipts (LBTR)** are valid from October 1st of each year and expire on September 30th of the succeeding year. Renewals are due and payable on or before expiration, September 30th. **Penalties apply to delinquent payments.**
- LBTR's must be **conspicuously displayed** in a public portion of the business at all times.
- If a business is sold, a **transfer** of the LBTR must be obtained within ten (10) days of the sale. Please submit a copy of a bona fide sales contract. If transfer of LBTR is not completed within (10) days a new application with all applicable requirements must be submitted.
- If the owner of an LBTR changes location within the same zoning classification they are eligible for a **transfer**, otherwise a new LBTR is required.
- Please notify the City of any mailing address change or if the business closes.
- **Signage must be approved by the City prior to installation.**
- **ANY CHANGE TO A BUSINESS NAME REQUIRES A NEW LBTR.**
- Annual fire safety inspections shall be conducted on all businesses operating within the city. The objective of these inspections is to enforce Fire Codes for properties and identify and remedy unsafe, hazardous and/or non-compliant conditions. **Business will be invoiced in the amount of \$50.00.**

LBTR Checklist

Please submit Items with the completed application for approval.

- | | Staff Initials |
|---|-----------------------|
| 1. <input type="checkbox"/> Completed Local Business Tax Receipt (LBTR) Application. | _____ |
| 2. <input type="checkbox"/> Completed Fire Inspection. Call 517-2000 ext. 231 to schedule. | _____ |
| 3. <input type="checkbox"/> Copy of current Fictitious Name registration or Corporation certification issued by the FL Division of Corporations of the Department of State and/or a copy of the corporate seal. | _____ |
| 4. <input type="checkbox"/> Copy of Recorded Warranty Deed or Lease. | _____ |
| 5. <input type="checkbox"/> Sales Tax Certificate (if applicable). | _____
_____ |

******Below is a list of documents that may be applicable to your particular business****
If you are not sure, please ask for assistance.****

- | | |
|--|-------|
| 1. <input type="checkbox"/> A Copy of your State License(s) issued by the FL Department of Business and Professional Regulations (DBPR) Example: Lawyer, Hair Stylists, Real Estate Professionals, Massage Therapists, Physicians etc. | _____ |
| 2. <input type="checkbox"/> Copy of Food Service Inspection. | _____ |
| 3. <input type="checkbox"/> Copy of Alcoholic Beverage License. | _____ |
| 4. <input type="checkbox"/> Copy of seating and parking plan (required for all food service establishments). | _____ |

ALL OF THE APPLICABLE DOCUMENTS LISTED ABOVE MUST BE SUBMITTED WITH THE COMPLETED APPLICATION FOR APPROVAL.

Fees are due and payable upon approval of business application.

- \$ \$60.00 Application Review Fee**
- \$ \$50.00 Initial Fire Safety Inspection**
- \$ \$55.12 Local Business Tax Receipt**

Social Security Number Collection Policy

The City of Flagler Beach recognizes that an individual's Social Security Number is a unique form of identification that can be utilized to obtain sensitive information regarding that particular individual. However, we must collect this information to properly perform our duties and function as a municipal corporation and to ensure such duties and functions are performed accurately and efficiently. Due to the sensitive nature of an individual's Social Security Number and in accordance with Section 119.071(5) F.S. we are providing you with this statement.

A BUSINESS TAX RECEIPT MAY NOT BE ISSUED UNLESS THE FEDERAL EMPLOYER IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER IS OBTAINED FROM THE PERSON TO BE TAXED PURSUANT TO F.S. 205.054(5).



LOCAL BUSINESS TAX RECEIPT ROUTING SLIP

REMAINDER to be completed by City Staff

Business Name: _____

Business Address: _____

FIRE DEPARTMENT (see completed fire inspection yellow copy).

Comments _____

Approved: Yes No

Signature: _____ Date: _____

FOOD SERVICE:

ALCOHOLIC BEVERAGE:

Transfer : Yes No

Transfer : Yes No

Approved: Yes No Date Valid: _____

Approved: Yes No Date Valid: _____

DBPR License # _____

DBPR License # _____

No. of fixed seats: _____

No. of Parking spaces: _____

Licensee Name: _____

Licensee Name: _____

*Contact the Department of Business and Professional Regulations
Division of Hotels and Restaurants (850- 487 - 1395)*

ZONING REVIEW

Legal Description of Business Location

Parcel ID: _____

Subdivision: _____ Block: _____ Lot: _____

Business Location Zoning District: _____

SIGN REVIEW COMPLETED: Yes No

City Sign Permit needed: Yes No

Building Permit needed: Yes No

Comments: _____

Approved: Yes No

Signature: _____ Date: _____



City of Flagler Beach Building & Zoning Department

PO Box 70 / 800 S. Daytona Avenue, Flagler Beach, FL 32136

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www.cityofflaglerbeach.com

Larry Torino, *City Planner*, (386) 517-2000 Ext. 230

ltorino@cityofflaglerbeach.com

Bonnie S. Wilson, *CSR & Local Business Tax Clerk* (386) 517-2000 Ext. 231

bwilson@cityofflaglerbeach.com

To schedule Fire Inspection –

Please call (386) 517-2000 Ext. 231 or email your request and provide a phone number.

STATE CONTACTS:

Agency	Contact	Website	
State of Florida		MYFLORIDA.COM	Starting a business
Division of Hotels & Restaurants	850-487-1395	MYFLORIDA.COM/DBPR	Food Service
Division of Alcohol & Tobacco	850-487-1395	MYFLORIDA.COM/DBPR	Alcohol Sales
Department of Revenue	386-274-6600	MYFLORIDA.COM/DOR	Sales Tax Registration
Florida Division of Corporations	850-245-6058	SUNBIZ.ORG	Fictitious Name /Corp.
Department of Agriculture	850-488-3022	DOACS.STATE.FL.US/	Pre-packaged foods

PUBLIC RECORD INFORMATION

Please Note: A Business Tax Receipt may not be issued unless the federal employer identification number OR social security number is obtained from the person to be taxed pursuant to F.S. 205.054(5). The City of Flagler Beach recognizes that an individual’s Social Security Number is a unique form of identification that can be utilized to obtain sensitive information regarding that particular individual. We redact the social security number from the application at the time of submittal to prevent it from being disclosed. However, we must collect this information to properly perform our duties and functions as a municipal corporation and to ensure such duties and functions are performed accurately and efficiently. Due to the sensitive nature of an individual’s Social Security Number and in accordance with Sec. 119.071 (5) F.S. we are providing you with this statement.

We also request your email information however, this is optional. Florida has a very broad Public Records Law. Most written communications to or from the City of Flagler Beach officials and employees regarding public business are public records available to the public and media upon request. If you do not want your e-mail address released in response to a public-records request, do not include it on the application.