



**City of Holmes Beach
Business Tax Receipt Application – Home Location**

Please attach the following:

- _____ Colored Copy of Valid Driver's License or other photo identification – F.S. 322.03
In every case in which a nonresident, except a nonresident migrant farm worker as defined in F.S. 316.003(61), accepts employment or engages in any trade, profession, or occupation in this state or enters his or her children to be educated in the public schools of this state, such nonresident shall, within 30 days after the commencement of such employment or education, be required to obtain a Florida driver's license if such nonresident operates a motor vehicle on the highways of this state. The spouse or dependent child of such nonresident shall also be required to obtain a Florida driver's license within that 30-day period prior to operating a motor vehicle on the highways of this state.
- _____ Copy of Fictitious Name or Corporation Affidavit if applicable. (Explanation on page 5)
- _____ Copy of State License or Certification if applicable
- _____ Application Fee of \$25.00 (Non-Refundable)
- _____ Home Occupation only if renting - Notarized Landlord Affidavit– (see page 6)
- _____ Home Occupation only - Signed Letter on a separate piece of paper describing the home occupation

Applicant may be contacted by the City for additional information. Submission of application does not guarantee approval.

Upon approval of application, the Applicant will be notified of the Business Tax amount due.

A courtesy renewal notice will be mailed in August; however it shall be no defense of nonpayment of any Business Tax required by this Chapter that the person did not receive any bill or notice that the same was due from the City. (Ch58 Sec.58-52)

For more information on procedures relating to the City of Holmes Beach Local Business Tax, please refer to City of Holmes Beach Code of Ordinances, Chapter 58 Taxation www.municode.com and F.S. Ch. 205 – you may also contact the City Clerk’s office at 941-708-5800.

STAFF USE

_____ Currently in business and operating without an issued Business Tax Receipt

| | |
|--|----------------------|
| BTR# _____ | |
| Application Fee of \$25.00 Paid: _____ | Check/Cash/CC: _____ |
| Business Tax/Penalty (if applicable) Amount Due (once approved): _____ | |
| Paid: _____ | Check/Cash/CC: _____ |

APPLICATION FOR LOCAL BUSINESS TAX RECEIPT EXEMPTION

I attest that I do not sell intoxicating liquors or malt and vinous beverages and the business for which I am applying meets the Florida State Statute requirements for a Business Tax fee exemption in accordance with the item checked below, and I do hereby apply for the same.

I am a physically disabled person, incapable of manual labor, AND I do not have more than one employee AND I use my own capital only, which does not exceed one thousand dollars (\$1,000).
(F.S. 205.162 – Physician Certificate of Disability from performing manual labor required)

I am sixty-five (65) years of age or older AND I do not have more than one employee AND I use my own capital only, which does not exceed one thousand dollars (\$1,000).
(F.S. 162 – Driver’s License or other proof of age required)

I am an honorably discharged wartime veteran AND I am a permanent resident of Manatee County, Florida AND I carry on my business or occupation mainly by my personal efforts as my means of livelihood.
(F.S. 205.171 – Honorable Discharge Certificate)

I am the un-remarried spouse of an honorably discharged wartime veteran AND I am a permanent resident of Manatee County, Florida AND I carry on my business or occupation mainly by my personal efforts as my means of livelihood.
(F.S. 205.171 – Honorable Discharge Certificate)

I am the spouse of an active duty military service member, who has relocated to the City of Holmes Beach and/or Manatee County, Florida pursuant to a permanent change of station order.

I am a low-income individual who is receiving public assistance, as defended in §403.2553, F.S.

I am a low-income individual with a household income less than 130 percent of the federal poverty level based on the current year’s federal poverty guidelines.

“UNDER THE PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FORGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.”

Applicant’s Signature

Business Name

Printed Name

Date

EXEMPTION IS FROM THE BUSINESS TAX AMOUNT – APPLICATION FEE STILL APPLIES AND A TAX RECEIPT WILL STILL BE ISSUED UPON APPROVAL OF APPLICATION

**A BUSINESS TAX RECEIPT IS NOT REQUIRED FOR THE FOLLOWING;
HOWEVER ZONING MUST BE VERIFIED BY THE CITY AND A USE PERMIT
MAY BE REQUIRED**

Farm, Aqua cultural, Grove, Horticultural, Floricultural, Tropical and Piscicultural and Tropical Fish Farm Products **F.S. 205.064**

Available to business owners engaged in selling of farm, aqua cultural, grove, horticultural, floricultural, tropical piscicultural or tropical fish farm products, or products manufactured from them when such products were grown or produced by the business owner. A business tax receipt is not required.

Religious Tenets **F.S. 205.191**

Available to those persons practicing religious tenets of any church. A business tax receipt is not required.

Charitable Organization, Occasional Sales, Fundraising **F.S. 205.192**

Available to any charitable, religious, fraternal, youth, civic, service, or other such organization when the organization makes occasional sales or engages in fundraising projects when the projects are performed exclusively by the members and the proceeds derived from the activities are used exclusively in the charitable, religious, fraternal, youth civic and service activities of the organization. A business tax receipt is not required.

School Activities

Available to college and high school students who have been given approval from the athletic association or authority of their school to sell pennants, badges, insignia and novelties of their school. A business tax receipt is not required.

Fish Peddlers

Available to fishermen who have a fresh or salt water fish dealer's license and are selling or disposing of fish caught or acquired by them. The dealer must be selling directly to the consumer from vehicles within the county in which the fish were caught or acquired by the dealer. A business tax receipt is not required.

NOTE:

- ***Businesses who sell or make alcoholic liquor or operate gaming devices are not entitled to any exemptions.***
- ***A copy of 501(c)3 must be provided.***
- ***A copy of fresh or salt water fish dealer's license must be provided.***

Business Information – Home Location

Business Name: _____

d/b/a: _____

Proposed Business Address: _____

Mailing Address if Different: _____

Business Owner: _____

Business Telephone: _____

Cell Phone #: _____

E-mail Address: _____

Nature of Business: _____

State Licenses applicable for this occupation: *(Attach copies of all certificates or licensing for occupation)*

Fictitious Name / Corporation Affidavit

- Business is incorporated and registered with the Secretary of State
- Business is operated under Fictitious Name Documentation Number

I hereby attest that I am not required to register my business with the Secretary of State of Florida under the Fictitious Name Act for one of the following:

- Doing business under my legal name.
- Business name is a registered trademark.
- Exempt due to being licensed by DBPR, attach copy of license.
- Federally chartered Bank
- Other _____

Other business information and contacts you may or may not need:

Fictitious Name Registration

If your business name does not contain your first and last name, you must register with the State of Florida, Division of Corporations in Tallahassee. This does not apply to corporations or to those certified with the DB&PR

If you wish to file as a corporation, contact: The Florida Department of State, Division of Corporations, P.O. Box 6327 Tallahassee, FL 32314 (850)488-9000, or at their web site www.sunbiz.org

If you are forming an **S-corporation**, you must also file Form 2553 with the **Internal Revenue Service**. Call **(800) 829-4933** or check online at <https://www.irs.com>

IRS General Information and Federal ID number
1-800-435-7352

State of Florida – Department of Agriculture
1-800-829-3676

Florida Department of Revenue---1-800-352-3671
Web Site: www.floridarevenue.com/dor/taxes/registration.html
Sarasota Service Center
Sarasota Main Plaza
1991 Main Street Suite 240
Sarasota, FL 34236
361-6001

Department of Business & Professional Regulation
Division of Hotel & Restaurant 1-800-749-6369
Division of Professionals 1-850-487-9501
Web Site: www.myfloridalicense.com

BUSINESS ACTIVITY CLASSIFICATIONS
PLEASE COMPLETE AND CHOOSE ALL THAT APPLY TO YOUR BUSINESS

1) **SERVICES (If you provide any type of service) Details:** _____

2) **PROFESSIONAL – including but not limited to public accountants, brokers, architects, civil engineers, surveyors, osteopathy, physicians, veterinarians, lawyers, dentists, hair stylists, barbers, nail techs, massage therapists, tattoo businesses and artists, health or fitness clubs, personal trainers, aerobics instructors, etc. and any other similar profession which requires state licensing. The tax shall be construed to mean that each individual shall pay the tax provided for, whether practicing for their self or in partnership or employed by another, except where such employee is paid a straight salary only. Each State Licensed Professional is required to obtain an individual Local Business Tax Receipt – Please complete State Licensed Professional section and attach an additional sheet if needed**

F.S. 205.067 Exemptions; broker associates and sales associates.—

- 1) An individual licensed and operating as a broker associate or sales associate under chapter 475 is not required to apply for an exemption from a local business tax, pay a local business tax, or obtain a local business tax receipt.
- 2) An individual exempt under this section may not be held liable by any local governing authority for the failure of a principal or employer to apply for an exemption from a local business tax, pay a local business tax, or obtain a local business tax receipt. An individual exempt under this section may not be required by any local governing authority to apply for an exemption from a local business tax, otherwise prove his or her exempt status, or pay any tax or fee related to a local business tax.
- 3) A principal or employer who is required to obtain a local business tax receipt may not be required by a local governing authority to provide personal or contact information for individuals exempt under this section in order to obtain a local business tax receipt.

History.—s. 1, ch. 2012-102

▪ **Please indicate profession:**

▪ **Total number of licensed Professionals receiving a 1099-MISC whether practicing for themselves or in partnership or employed by another entity _____.**

STATE LICENSED PROFESSIONALS:

F.S. 205.067 Exemptions; broker associates and sales associates.

| Name | Type of License | Address, City, Zip | Phone Number |
|------|-----------------|--------------------|--------------|
| | | | |
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| | | | |
| | | | |
| | | | |

HOME LOCATION BUSINESS TAX RECEIPT

UNDERSTANDING AND ACCEPTANCE OF CONDITIONS

Any nonresidential use of activity, including those conducted via telephone, computer, internet, etc. carried out for gain by a resident and conducted as a customary, incidental, and accessory use in the resident's dwelling unit. This definition does not include work at home by an employee of a business that holds a business tax receipt registered elsewhere.

I, the undersigned, am applying for a City of Holmes Beach Business Tax Receipt for a business at a location which is now my residence in the City of Holmes Beach. By signing below, I acknowledge my understanding and acceptance of any conditions imposed for approval. In order to preserve the character of residential neighborhoods and minimize traffic and nonresidential disturbances, permitted home occupations may be operated only if they comply with all of the following:

1. The use must be conducted entirely within the habitable floor area of the dwelling unit by a member of the family residing in the dwelling unit. Only members of the family residing in the dwelling unit may assist or be employed with the Home Occupation use. For the purpose of this section, "the habitable floor area of the dwelling unit" is defined to include an attached garage so long as the garage remains closed while the home occupation use is being conducted within it.
2. No chemicals or hazardous substances are to be used or stored on the property, except those which are normally used for domestic or household purposes. No electrical or mechanical equipment, which causes outside interference, or in any way interferes with the neighboring landowner's use and enjoyment of their property, may be installed or used.
3. No commodities or products shall be displayed or dispensed on the property. There shall be no pickup of commodities or products from, nor delivery of commodities or products to, the property. Notwithstanding the foregoing restriction on pick-ups and deliveries, this subsection shall not be construed to prevent a single vehicle belonging to a student from staying at the residence or dropping off and picking up a student, when the home occupation within the residence is teaching, including academic tutoring and art or music lessons.
4. There shall be no external sign or evidence on the property that the dwelling unit is being used for the Home Occupation, and there is to be no pedestrian or vehicular traffic to or from the property in connection with the Home Occupation.
5. There shall be no noise, dirt, fumes, odor, vibration, radio, television or electromagnetic disturbance in connection with the Home Occupation that would disturb the neighborhood area.
6. The Home Occupation shall not noticeably detract from the outside residential character of the neighborhood.
7. There shall be no storage of any business equipment, supplies or machinery outside of the dwelling unit (No outside storage).
8. There shall be no vehicles exceeding the size of a one-ton pick-up truck or van parked at the property.

9. No business tax receipt privileges may be assigned or transferred.

10. If a Home Occupation reaches a level of activity that detracts from the residential character of the area, it shall be considered a commercial or business activity and shall be required to relocate to an appropriate zoning district where such use is permitted.

11. Additional requirements and/or stipulations may be required by the city clerk, the building official and the mayor, or by the city commission, if the application has been referred to the commission for approval.

APPLICANT'S SIGNATURE

DATE

APPLICANT'S NAME (PLEASE PRINT)

HOME LOCATION BUSINESS TAX RECEIPT

MUST BE COMPLETED BY PROPERTY OWNER IF LOCATION IS A RENTAL PROPERTY

Are you renting at this location? _____ If yes, Property Owner's Name: _____

Property Owner Address: _____

As owner and Landlord of property located at _____,

I am aware and have no objection that my Tenant, _____

DBA _____, has applied for a

Home Location Business Tax Receipt.

Property Owner Signature: _____

Printed Name: _____

Phone #: _____

Email: _____

NOTARIZATION REQUIRED

State of _____ County _____

Sworn to and subscribed before me this _____ day of _____,

_____ by _____.

Signature of Notary

_____ Personally Known

_____ Produced Identification

Name of Notary Typed, Printed or Stamped

Type of Identification Produced

In Foreign Countries – Oaths, affidavits, and acknowledgments, required or authorized by the laws of this state, may be taken or administered in any foreign country, by or before any judge or justice of a court of last resort, any notary public of such foreign country, any minister, consul general, charge d'affaires, or consul of the United States resident in such country. The jurat, or certificate of proof of acknowledgment, shall be authenticated by the signature and official seal of the officer or person taking or administering the same; provided, however, when taken or administered by or before any judge or justice of a court of last resort, the seal of such court may be affixed as the seal of such judge or justice.

THIS PAGE IS TO BE COMPLETED BY BUSINESS OWNER

Per F.S. 205.0535(5) A Receipt may not be issued unless the federal employer identification number or social security number is obtained from the person to be taxed.

The City of Holmes Beach collects your social security number for the following purposes: Compliance with State and Federal Requirements; identification and verification, billing and payments, benefit processing, and tax reporting. Social Security numbers are also used as a unique numeric identified and may be used for search purposes.

For your protection, this information is not entered into our database and is not available to the public.

Applicant/Business Name: _____

SSN: _____

OR

FEIN: _____

For questions please contact FL Department of Revenue at 1-800-829-4933

THIS PAGE IS TO BE COMPLETED BY BUSINESS OWNER

I hereby certify that the information in the application is true and correct and that I am the owner of the Business. I further understand that providing false or misleading information on this application may result in being denied, or loss thereof, of any business tax receipts or permits issued by the City of Holmes Beach which were based upon information provided in this application and its attachments. I further understand that if there are any subsequent changes in the operation of my business as stated above, that I will agree to file the necessary application and seek prior approval from the City of Holmes Beach for any such changes. Failure to obtain the necessary approval will result in the loss of business tax receipts or permits issued by the City of Holmes Beach that were based on this application.

By executing this application, I acknowledge that the business is subject to local, state and federal laws and regulations. I acknowledge that the business and its intended use must comply with all applicable regulations.

Completion or acceptance of an application for and issuance or payment of Business Tax Receipt by the City of Holmes Beach does not constitute a determination by the City that the property/business for which the tax is being paid is in full compliance with applicable federal, State, and local law ordinances and regulations, nor does it absolve the applicant of responsibility for obtaining all other licenses or permits necessary to conduct said occupation. It is the responsibility of the owner to comply with all applicable laws. Payment of said tax does not ensure any rights to operate this facility.

_____ Business Owner Signature _____ Please print name (Business Owner)

Notarization Required

State of _____ County _____

State of _____ County _____

Sworn to and subscribed before me this _____ day of _____,

_____ by _____

Signature of Notary

_____ Personally Known

_____ Produced Identification

Name of Notary Typed, Printed or Stamped

Type of Identification Produced

In Foreign Countries – Oaths, affidavits, and acknowledgments, required or authorized by the laws of this state, may be taken or administered in any foreign country, by or before any judge or justice of a court of last resort, any notary public of such foreign country, any minister, consul general, charge d'affaires, or consul of the United States resident in such country. The jurat, or certificate of proof of acknowledgment, shall be authenticated by the signature and official seal of the officer or person taking or administering the same; provided, however, when taken or administered by or before any judge or justice of a court of last resort, the seal of such court may be affixed as the seal of such judge or justice.