

VILLAGE OF TEQUESTA  
BUILDING DEPARTMENT  
345 TEQUESTA DR.  
TEQUESTA, FL 33469  
Phone: 561-768-0450 / Fax: 561-768-0698



## APPLICATION FOR BUSINESS TAX RECEIPT

**BUSINESS INFORMATION** (to be completed by applicant)

Date: \_\_\_\_\_

\*\*instructions and checklist on reverse side\*\*

Check Applicable Box:  New Business     Transfer of Address     Transfer of Ownership     Business Name Change

Current Business Tax Receipt # (if applicable): \_\_\_\_\_

Business/DBA/Trade Name: \_\_\_\_\_

(Division of Corporations requires registration of a fictitious name. Copy of Registration must accompany this application)

Corporation/Business Name: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Federal Employer ID#: \_\_\_\_\_ \*\*OR\*\* Social Security #: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date in Business at this location: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_ \*\*OR\*\* Profession: \_\_\_\_\_

(Landscape, Cleaning Service, etc.)

(Doctor, Lawyer, etc.)

**NEW FOOD SERVICE ESTABLISHMENTS:** All New Food Service establishments must be signed off by the Loxahatchee River Environmental Control District (ENCON)

Zoning District: \_\_\_\_\_ Use: Permitted \_\_\_\_\_ Special Exception \_\_\_\_\_

Square Footage of Rental Space: \_\_\_\_\_ Were you issued a Notice of Non-Compliance? \_\_\_\_\_ Yes \_\_\_\_\_ No

Maximum Number of: Employees: \_\_\_\_\_ Machines: \_\_\_\_\_ Rooms: \_\_\_\_\_ Restaurant Seating: \_\_\_\_\_

I CERTIFY, under penalty of law, the above information is true and correct, and I understand that any false statements could result in penalties as provided by law.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print: \_\_\_\_\_

PROPERTY OWNER/AGENT'S SIGNATURE: \_\_\_\_\_

Print Name: \_\_\_\_\_

.....  
FIRE RESCUE \_\_\_\_\_

LOXAHATCHEE RIVER DISTRICT \_\_\_\_\_

BUSINESS TAX OFFICIAL \_\_\_\_\_

DIV. OF HOTEL AND RESTAURANTS \_\_\_\_\_

BUILDING INSPECTOR \_\_\_\_\_

PALM BEACH COUNTY HEALTH DEPT. \_\_\_\_\_

\*Applicants must contact Fire-Rescue at 768-0559 for an inspection prior to issuance of a Business Tax Receipt.

Prior Use of Business Location: \_\_\_\_\_

NAICS CODE: \_\_\_\_\_

BUSINESS TAX FEE: \_\_\_\_\_  1-YR. (10/1 – 9/30)     3/4 YR. (1/1 – 9/30) 75%     1/2 YR. (4/1 – 9/30) 50%

## INSTRUCTIONS FOR OBTAINING A BUSINESS TAX RECEIPT

### **IF YOUR BUSINESS LOCATION IS IN THE VILLAGE OF TEQUESTA, YOU MUST:**

- 1) Obtain a Palm Beach County Business Tax Receipt prior to the issuance of a Village of Tequesta Business Tax Receipt.
- 2) Complete the Tequesta Business Tax Receipt Application and obtain the applicable approvals.

PLEASE BE ADVISED, THE TAX COLLECTOR'S OFFICE, PALM BEACH COUNTY, REQUIRES SURRENDER OF THE "**ORIGINAL**" BUSINESS TAX RECEIPT WHEN REQUESTING AN **ADDRESS CHANGE**.

### **SPECIAL REQUIREMENTS FOR CERTAIN BUSINESSES**

- 1) If your profession or business is certified by the Department of Business and Professional Regulations, (850) 487-1395, you must attach a copy of your license or certification to this application.
- 2) Banks, mortgage brokers, finance companies and stock brokers must be registered with the State Comptroller (850) 413-3100 **or** the Federal Home Bank of Atlanta (404) 888-8000, **or** Comptroller of Currency (404) 659-8855. Attach copy of State/Federal/National License to this application showing proper business location.
- 3) Restaurants and mobile food operators must contact the Division of Hotel & Restaurants (850)4871395. You must attach a copy of approved inspection report to this application or obtain the signature on the face of this application.
- 4) Child care must have the approval of the Palm Beach County Health Department (561) 840-4500. You must attach a copy of the license to this application or obtain the signature on the face of this application.
- 5) Food outlets, auto repair, travel agencies, telemarketers, health and dance studios must submit a permit, registration or exemption from the State of Florida, Department of Agriculture and Consumer Services (800) 488-3022.

### **VILLAGE OF TEQUESTA CONTACTS**

Department of Community Development	345 Tequesta Drive	(561)768-0454
Water Department	345 Tequesta Drive	(561)768-0421
Fire Rescue Department	357 Tequesta Drive	(561)768-0559

### **PALM BEACH COUNTY**

Business Tax Receipts may be obtained in person at any of the following offices:

Northeast Courthouse Complex 3188 PGA Blvd. Palm Beach Gardens, FL 33410 (561)626-6900	Government Center 301 N. Olive Ave. West Palm Beach, FL (561)355-2024	ACTAC Building 3551 S. Military Trail Lake Worth, FL 33463
Glades Office Building 2976 State Road13 Belle Glade, FL 33430	Southeast Courthouse Complex 501 S. Congress Ave. Delray Beach, FL 33445	