

City of Pahokee

207 Begonia Drive

Pahokee, Florida 33476

Phone: (561) 924-5534 ext. 2003 or 2004

Fax: (561) 924-8140

Instructions for obtaining a Business Tax from the City of Pahokee

Please Note: ALL businesses (including home based businesses) that are operating within the city limits of the City of Pahokee, regardless of size, must obtain city and county business taxes. To determine if you are required to obtain a business tax from the City of Pahokee or for details on retrieving a business tax receipt (BTR), please call (561) 924-5534 ext. 2003 or 2004.

- If your business is located within the city limits of Pahokee, then you are required to obtain a business tax from the City of Pahokee first. Thereafter, you must obtain a Local Business Tax from Palm Beach County.
- All city business tax applications must have approval from the City of Pahokee's Building, Planning, and Zoning / Code Enforcement Department and the Fire Inspector (if applicable).
- All city business tax fees are to be paid at the City of Pahokee's City Hall located at 207 Begonia Dr, Pahokee, Florida 33476. Acceptable forms of payment are cash, check, cashier's check or money order & credit/debit cards. **Payments are to be made payable to: City of Pahokee**

Business Registration Information

Please review this list before applying for your new Business Tax Receipt:

1. Location

Before leasing space, call the City of Pahokee's Building, Planning, and Zoning Department to determine if the site you have selected for your business is located in the correct zoning district.

2. Special Licenses

Obtain required certification for your profession or business. For example: Restaurant approval from the [Florida State Division of Hotels & Restaurants](#); professional licenses from the [Florida Department of Business & Professional Regulations](#); attorney's bar card from the [American Bar Association](#); contractor certification from the [Florida State Construction Industry Licensing Board](#), etc. If you are not sure if you need a license, then please visit the [Florida Department of Business & Professional Regulation](#) for guidance.

3. Permits/Plans/Inspections

Permit(s) and plans are required before any interior or exterior alterations, construction, electrical, mechanical, or plumbing work is commenced. All contractors and subcontractors must be registered with the City of Pahokee. (See Contractor Registration for checklist). All inspections must be completed. For more information, contact the City of Pahokee's Building, Planning, and Zoning Department at (561) 924-5534 ext. 2003 or 2004.

4. Sign Permits

Sign permits are required before erecting or changing any signs.

5. **Business Inspections (Walk-through)**

A building safety inspection is required for all new businesses and change of ownership or change of location. To schedule an appointment, call the City of Pahokee's Building, Planning, and Zoning Department at (561) 924-5534 ext. 2003 or 2004 (**\$100 Inspection fee will apply**).

6. **Fire Inspection**

All businesses, excluding home based businesses, are subject to annual fire inspections by the Palm Beach County Fire – Inspection Division. To schedule an appointment, call (561) 233-0050.

What documents do I need to include with my Business Tax Receipt application?

- ☐ **Employer Identification Number or Social Security Number (EIN/SSN)**
Provide your social security number or employer identification number. All businesses (except sole proprietorship's with no employees) must register with the [Internal Revenue Service](#) for a federal tax identification number. **(Per Florida Statute 205.0535(6), a receipt may not be issued unless the federal employer identification number or social security number is obtained from the person to be taxed.)**
- ☐ **Driver's License/Identification**
Provide a valid copy of your state driver's license or identification card with the current address per Florida Statute 322.19.
- ☐ **Lease Agreement or Proof of Ownership**
Provide a copy of the executed Lease Agreement or a notarized letter from property owner.
- ☐ **Transfer of ownership or change of location**
 1. To transfer ownership of a business, the current BTR must be turned in with signatures from the old owner(s) and new owner(s) on the back of the BTR. Provide a copy of Bill of Sale for change of owner (**Transfer fees will apply**).
 2. To change the business location, you must submit an application for approval to Building, Planning & Zoning, and the Fire Inspector prior to conducting any business at the new location (**Transfer fees will apply**).
- ☐ **Florida Department of State – Division of Corporations (Sunbiz)**
 1. **Corporation/LLC/Partnership filing documents (850) 245-6000**
If you plan to do business as a corporation, LLC, or partnership, you must first file with the Florida Department of State, [Division of Corporations](#) (www.sunbiz.org). A printout of the online records or copies of the business entity's filing documents must be included.
 2. **Fictitious Name Registration (850) 245-6059**
If you plan to do business under a name that is neither 1) your full name nor 2) the name of your corporation, you must register the name with the Florida Department of State, [Division of Corporations](#). Applications are available online at www.sunbiz.org.
- ☐ **Palm Beach County Local Business Tax Receipt Application or BTR (Not required, highly recommended)**
Provide a copy of the Palm Beach County BTR. New businesses must provide a copy of the Palm Beach County Local Business Tax application. For more information on County BTRs, please call (561) 355-2264.
- ☐ **State or County License/Registration/Certification**
If the type of business is regulated by a state or county agency, you must include the following documentation indicating compliance: current certification/ permit/license, registration, and/or exemption. **These agencies may include:**
- ☐ [Department of Business and Professional Regulation](#) (DBPR)
(850) 487-1395. Most professions. Accountants, Tax Preparers, Barbers/Barber Shops, Beauticians/Beauty Shops, Boxing/Boxing Gym, Contractors, Interior Designers, Cosmetologists/Cosmetology Salon, Body Wrapper, Hair Wrapper, and Braider, Nail, Facial and Full Specialist, Food and Beverage Vending Machines, etc...

- DBPR - Division of Alcoholic Beverages and Tobacco for all Alcoholic beverages and Tobacco retailers – license is required.
- Florida [Division of Hotels & Restaurants](#). Restaurants, Mobile food unit operators/vendors, Hotels, Motels, Apartments (5+ units adjoining). Food outlets, Grocery Stores, Convenience Stores (with or without food services),

☐ [Palm Beach County Contractors Certification Division](#)

(561) 233-5525. Contractors without state certification.

☐ [Florida Department of Agriculture & Consumer Services](#)

(800) 435-7352. Armed Guards, Security Guards, Security Officers, Gas/Gasoline Sales, Propane, Liquefied Petroleum (LP) Gas, Motor Vehicle Repair, travel agencies, telemarketers (non-exempt businesses), health studios (gyms / health clubs), Agricultural Dealers, Farmers Markets, Florist (live plants only). Regulated establishments include supermarkets and grocery stores, convenience stores, coffee shops, bakeries, delicatessens, retail meat markets, seafood markets, seafood processors, juice and smoothie bars, bottled water plants, ice or water vending machines, all food processing plants, food and grocery warehouses, food salvage stores, and certain mobile food units selling only prepackaged foods or non-potentially hazardous food items. Fruits/vegetables.

☐ [U.S. Department of Agriculture](#)

(407) 648-6651 (Orlando). Meat, Poultry, Processed Egg Products

☐ [Florida Department of Health](#)

(850) 245-4444.

- [Palm Beach County Health Department](#)

(561) 983-9239. Child care facilities/providers, Mobile Home Parks, RV Parks, Health Care Professionals, Doctors, Therapists, Dentist, Dental Hygienist, Pharmacist, Bars (Serving liquors/wines only).

☐ [Agency for Health Care Administration](#)

(850) 412-4304. Adult Family Care Home (AFCH), Assisted Living Facilities.

☐ [Florida Certification Board](#)

(850) 222-6314. Addiction Professionals.

☐ [Florida Office of Financial Regulation \(OFR\)](#)

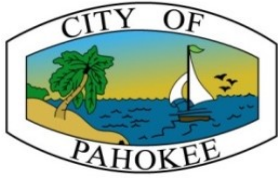
(850) 487-9687. Collection Agencies, Consumer Finance Companies, Loan Originator, Brokers and Lenders, Money Services Businesses, Retail Installment Sellers and Sales Finance Companies, Broker-Dealer Firms/Branches, Investment Adviser Firms/Branches, State-Chartered Banks, Payday lenders & Check Cashing Stores.

☐ [Office of the Comptroller of the Currency \(OCC\)](#)

(813) 284-3180. National Banks

Please review the City of Pahokee's Code of Ordinance.

https://www.municode.com/library/fl/pahokee/codes/code_of_ordinances



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Business Tax Application

Business Name:		Business Telephone No:	
Business Location:		City/State/Zip:	
Business Mailing Address:		City/State/Zip:	
Owner and/or Agent Name: (Legal name of individual, principal partner, or corporation)		Business Owner Telephone:	
Business Owner Address:		City/State/Zip:	
Nature of Business:		Do you rent, lease or own the property:	
If rent or lease property give property's owner's name:		Property's owner's telephone number:	
Property owner's address:	City	State	Zip
FEIN/SSN:			
Email:			
I hereby affirm that all the information I have given is true and correct and that any false information given could result in the denial of the business tax.			
Signature:		Date:	

OFFICE USE ONLY

Account #: _____ Price #: _____ Date Received: _____ Received By: _____

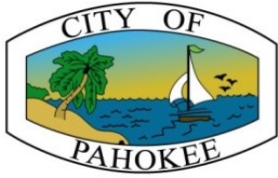
INSPECTIONS AND APPROVALS

Fire Inspector

Date

Code/Building/Zoning

Date



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PRELIMINARY APPLICATION ZONING AUTHORIZATION FOR BUSINESS TAX

The City of Pahokee Zoning Ordinance (L.D.C. Article V), determines allowable uses within the Zoning districts. **This form must be completed prior to applying for a Business Tax with the City of Pahokee. Incomplete forms will not be processed.**

By completing this form, the Zoning Department will review the information you have provided to verify that the use proposed and/or business proposed is allowable at the location submitted.

Business Name: _____

Business Location: _____

Parcel Control Number: _____

Do you own the Property listed for the Business location? Yes _____ No _____

Please describe in detail the nature/type of business: _____

Contact Name: _____ Phone No.: _____

OFFICE USE ONLY

Existing Zoning: _____ Future Land Use: _____

Findings: _____

Staff Signature

Date