



INSTRUCTIONS FOR OBTAINING A BUSINESS TAX FROM THE CITY OF PAHOKEE

CHANGE OF BUSINESS LOCATION REQUIRES APPROVAL FROM THE BUILDING, PLANNING, & ZONING DEPARTMENT, AND THE FIRE INSPECTOR. ALSO, A NEW APPLICATION MUST BE COMPLETED.

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.

1. 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. For more information on County BTRs, please call (561) 996-4800.
2. All city business tax applications must have approval from the City of Pahokee's Building, Planning, and Zoning / Code Enforcement Department (561-924-5534 ext. 2003 or 2004) and the Fire Inspector (561-992-1143), unless it is determined otherwise.
3. All city business tax fees are to be paid at the City of Pahokee's City Hall located at 207 Begonia Dr, Pahokee, FL 33476. Acceptable forms of payment are cash, check or money order. ***All fees are to be made payable to: City of Pahokee. (Credit/debit cards are currently not accepted.)***
4. 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. 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.)***

***** SPECIAL REQUIREMENTS FOR CERTAIN OCCUPATIONS *****

- ✓ If your profession or occupation is regulated by the Department of Business and Professional Regulation (850-487-2252) or the Department of Health (850-488-0595), ***you must attach a copy of that certification, registration, or permit to this application.***
- ✓ Banks, mortgage brokers, finance companies, and stockbrokers must be registered with the State Comptroller (850-488-0286) or the Federal Home Bank of Atlanta (404-888-8000) or Comptroller of Currency (404-659-8855). ***Please attach a copy of state, federal, and/or national license showing proper business location.***
- ✓ Restaurateurs and mobile food unit operators/vendors must contact Department of Health (850-488-0595) / Division of Hotel and Restaurants (850-487-1395). ***A copy of the approved inspection report and/or permit must be attached to this application.***
- ✓ Child care providers must have the approval of the Palm Beach County Health Department (561-355-3018) and the Florida Department of Children and Families (850-487-1111). ***A copy of the certification must be attached.***

(“Special Requirements for Certain Occupations” continued on Page 2 of 4)

- ✓ Food outlets, convenience stores with or without food services, auto repair, gas sales, travel agencies, telemarketers, health, and dance studios **must attach a copy of their permit, registration or exemption from the State of Florida, Dept. of Agriculture & Consumer Services** (1-8000-435-7352) **or the Division of Food Safety** (850- 922-1157).
- ✓ Sales of Alcohol and tobacco products require a permit from the Division of Alcohol & Tobacco (1-800-749-6368). **A copy of that permit must be attached.**
- ✓ Certified registered contractors **must supply all items listed on the “Contractor Registration” form.** For contractor information, you may call the State of Florida, Construction Industry Licensing Board at (850) 487-1395 or Palm Beach County Contractor Certification Office at (561) 233-5525.

For information on all other types of licenses, please contact the City of Pahokee’s Business Tax Personnel at (561) 924-5534 ext. 2003 or 2004.



**CITY OF PAHOKEE
207 BEGONIA DR
PAHOKEE, FL 33476**

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

Fax: (561) 924-8140

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
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: _____	

INSPECTIONS AND APPROVALS (FOR OFFICE USE ONLY)
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Fire Inspector: _____	Date: _____
Code/Building/Zoning: _____	Date: _____
Utilities Department: _____	Date: _____



CITY OF PAHOKEE
PRELIMINARY APPLICATION
ZONING AUTHORIZATION FOR
BUSINESS TAX

Date Received _____
Received By: _____

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.: _____



STAFF USE ONLY

Existing Zoning: _____ Future Land Use: _____

Findings: _____

Approved _____ Not Approved _____

Staff Signature

Date