

## **LOCAL BUSINESS TAX RECEIPT APPLICATION INFORMATION**

Thank you for locating your business in the City of Temple Terrace. Before applying for your Local Business Tax Receipt please take time to review the following information and guidelines.

All persons who operate a business or profession in the City are required to obtain and maintain a Local Business Tax Receipt.

Opening a business in Temple Terrace is a three step process:

### **1. VERIFY ZONING**

Determine if your business is in a correctly zoned area by contacting the Zoning Division of the Community Development Department at 813-506-6473

### **2. APPLY FOR ANY NECESSARY BUILDING PERMITS OR INSPECTIONS**

Remodeling or renovating an existing storefront or office may require permits. Contact the Building Division of the Community Development Department, at 813-506-6470, to discuss necessary permits.

**It is the responsibility of the business owner/operator to insure that any work being done is properly permitted.** Work being done without permits will result in the issuance of a Stop Work Order and minimum \$250 fine per trade.

The Fire Department may perform a walk-through inspection.

### **3. APPLY FOR LOCAL BUSINESS TAX RECEIPT**

Submit the completed application along with all necessary documentation to the Customer Service Division of the Finance Department at least 2 weeks prior to the proposed start date of the business. Failure to complete this step may result in the delay of your Business Tax Receipt.

## **SUBMITTAL REQUIREMENTS:**

- Completed Application
- Application fee, to be determined at time of application
- Copy of all documents that apply, including but not limited to:
  - Letters of Corporation (confirmation of an active status of corporation and list of owners and officers)
  - Registration of Fictitious Name (if not incorporated)
  - State of Florida licenses for the business and the individuals who will work at or out of this location.
  - Health Inspection
  - Hotel & Restaurant License
  - Alcohol & Tobacco License
  - Fuel Dispensing License
  - Hillsborough County Business Tax Receipt
  - Restaurants—provide proposed floor plan showing all seating and kitchen layout
- On the application, provide a full description of ALL business activities to occur at this location. This information is necessary for the Zoning Division to determine that the proper zoning requirements are met prior to approving the application.

### **USEFUL TELEPHONE NUMBERS:**

Finance / Customer Service & Administration (813)506-6420  
Community Development / Zoning (813)506-6473  
Community Development / Building (813)506-6470  
Hillsborough County Tax Collector / Business Tax Division (813)635-5200  
Hillsborough County Health Department (813)307-8059

Florida Division of Hotels and Restaurants (850)487-1395  
Florida Division of Alcoholic Beverages and Tobacco (850)487-1395  
Florida Department of Business and Professional Regulation (850)487-1395  
Florida Department of Children and Families / Child Care Regulation (813)272-6487  
Florida Department of Agriculture and Consumer Services (850)488-3022



**CITY OF TEMPLE TERRACE, FL**  
**LOCAL BUSINESS TAX RECEIPT APPLICATION**

<b>ALL BUSINESSES</b>		
Square Footage of Business: _____	Average Annual Inventory : _____ (on hand at cost for previous fiscal year)	Does Business Have Alarm System?: _____
Will Business Sell Alcohol?: _____	Type of Alcohol License: _____	Alcohol License Number: _____

<b>RESTAURANTS (PROVIDE PROPOSED FLOOR PLAN)</b>
Seating Capacity (number of seats, chairs, bench or booth spaces): _____
Does Business Provide Carry-Out, Delivery of Drive-Thru Service?: _____
Does Business Provide Catering?: _____
Is Business a Bar, Tavern or Lounge?: _____

<b>GAS STATIONS</b>
Fuel Dispensing License Number: _____
Number of Fuel Dispensing stations: _____
Does Business Have a Car Wash?: _____

<b>BARBERSHOP/NAIL/BEAUTY SALONS</b>
Number of Booths/Chairs/Stations: _____
Will the business be used as a school?: _____

<b>RENTAL HOUSING UNITS</b> (including Hotels, Motels, Apartments and Duplexes)
Number of One Bedroom Units: _____
Number of Two or More Bedroom Units: _____

<b>SCHOOLS/DAY CARE</b>
Number of Pupils/Children: _____

<b>COIN OPERATED DEVICES</b>
Number of Devices: _____

Temple Terrace Code Section 19.195.5 — No Business Tax Receipt issued shall be construed as authorizing the conduct or continuance of any illegal business, occupation or profession, or of any business, occupation or profession as may now or hereafter be prohibited by Ordinance , or of any legal business, occupation or profession in an illegal manner.

Applicant initials: _____
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Temple Terrace Code Section 19.195.3(a) — No person who maintains a business or office within the City of Temple Terrace shall engage in or manage a profession, business or occupation within the City unless all applicable Business Tax Receipts have been issued.

Applicant initials: _____
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Chapter 837.06—F.S.—Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her duty shall be guilty of a misdemeanor of the second degree, punishable as provided for in F.S. s. 775.02 or s.775.083.

**I affirm that this application for Business Tax Receipt, made for the business or profession indicated, is true and correct.**

Applicant Signature: \_\_\_\_\_

**OFFICE USE**

OA FEE \$	Date: _____	Receipt #: _____
Approvals	Date: _____	Zoning District: _____
Community Development—Zoning: _____		