



## BUSINESS TAX REGISTRATION PACKET

### Checklist

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#### Items required for issuance of City of Leesburg Business Tax Receipt:

- Social Security Number, Individual Tax Identification Number, or Federal Employer Identification Number.
- Copy of “**Active Status**” Florida Corporation Charter page or Fictitious Name Registration from Sunbiz.org.
- Copy of all appropriate licenses or certificates.
- If applicable, a Bill of Sale and original Business Tax Receipt for the current year (required for the transfer of ownership of an existing business).
- City of Leesburg Business Tax Registration application.
- City of Leesburg Affidavit of Property Owner (for home-based businesses only; property owner/manager or landlord to sign)
- City of Leesburg Fire Inspection Application (for commercial businesses only).
- Leesburg Police Department Informational form (for commercial businesses only).
- Review the attached “*Business Tax Registration, Information Guide*”.

**\*\* Please allow 7-10 business days for processing of Business Tax Registration application.**



## BUSINESS TAX REGISTRATION Application

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### BUSINESS INFORMATION

\_\_\_\_\_  
Business Name (as it is to appear on the receipt)

\_\_\_\_\_  
Mailing Address (if different from physical location)

\_\_\_\_\_  
Physical Address of Business

\_\_\_\_\_  
Mailing Address line 2

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Federal Employer Identification Number (FEIN)/  
Individual Tax Identification Number (ITIN)

\_\_\_\_\_  
Business Phone Number

\_\_\_\_\_  
Alternate Phone Number

\_\_\_\_\_  
Primary function of new business

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

### OWNER(S) INFORMATION

\_\_\_\_\_  
Individual's Name OR Business Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
City, State, Zip Code

### GENERAL INFORMATION

Is this a home-based business?

Yes \_\_\_\_\_ No \_\_\_\_\_

Maximum number of employees, including business owner or officers: \_\_\_\_\_

Hotel, Motel & Public Lodging Establishment – Number of rooms: \_\_\_\_\_

Cafes, Restaurants and other eating establishments – Number of seats: \_\_\_\_\_

Fuel Station – Number of nozzles: \_\_\_\_\_

**Vending Machines – Number of Machines**

Merchandise Vending Machines (soft drinks, candy, cookies, etc...) \_\_\_\_\_

Service Vending Machines (copier, coin counting, pool table, music) \_\_\_\_\_

Laundry Equipment Machines (washer, dryer, soap, bleach, etc...) \_\_\_\_\_

Inventory Amount \_\_\_\_\_

**OATH**

After reviewing the information I provided above, and under penalty of perjury, I declare that the information is true and accurate.

I acknowledge that a Business Tax Receipt issued pursuant to this registration does not waive my responsibility to adhere to any city or county ordinance, zoning, and/or regulation; any state statute and/or state regulation; or, any federal regulation applicable to my business. I swear or affirm that the business activities for which this receipt is issued are not prohibited by any city, county, state, or federal ordinance, resolution, regulation, code or law in Lake County.

Prior to conducting any business or installing any sign, I hereby agree to verify with the City of Leesburg Planning & Zoning Division that the parcel upon which my business is located is properly zoned for my intended business activity, and failure to do so may result in Code Enforcement action including fines and penalties as prescribed by law.

I have read or received the City of Leesburg Business Tax Registration Information Guide.

\_\_\_\_\_  
Signature of Owner, Designee or Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

<b>ZONING APPROVAL (for office use only)</b>	
Reviewed by Planner: _____	Date: _____
ZONING: _____	
PREVIOUS USE: _____	
PROPOSED USE: _____	
SIGNAGE: _____	
LANDSCAPE: _____	



**\*FOR HOME-BASED BUSINESSES ONLY**

## BUSINESS TAX REGISTRATION Affidavit of Property Owner

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Before me, the undersigned Notary Public, personally appeared \_\_\_\_\_  
who after being first duly sworn, deposed and stated as follows:

1. Affiant has read this affidavit, fully understands its contents and has personal knowledge of the facts recited. Affiant is the fee owner of the real property located at (street address) \_\_\_\_\_, Leesburg, FL.
2. Affiant leases property to \_\_\_\_\_, who occupies the property as his or her principal residence.
3. Affiant has authorized the occupant of the property to apply for a home business tax receipt from the City of Leesburg in accordance with the Code of Ordinances, Section 25-292 (9) in order to carry on the home occupation known as \_\_\_\_\_.

FURTHER Affiant sayeth not.

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Property Owner(s) Signatures

STATE OF FLORIDA  
COUNTY OF LAKE

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Notary's Signature

Sworn to (or affirmed) and subscribed before  
me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_.

Personally Known \_\_\_\_ OR Produced ID \_\_\_\_  
Type of Identification Produced \_\_\_\_\_

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Notary's Stamp



## BUSINESS TAX REGISTRATION Fire Inspection Application

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INSPECTION ID # \_\_\_\_\_  
(for office use only)

### BUSINESS INFORMATION

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Address of Business

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Contact Phone Number

TOTAL SQUARE FOOTAGE \_\_\_\_\_

PREVIOUS USE \_\_\_\_\_

PROPOSED USE \_\_\_\_\_

***IF THERE IS A CHANGE OF USE, PLEASE PROVIDE A FLOOR PLAN.***

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(for Inspector's use only)

\_\_\_\_\_ Fire Alarm

\_\_\_\_\_ Sprinkler System

### FIRE INSPECTION REQUIREMENTS

1. Fire extinguishers
  - Up-to-date
  - 75-feet from any point in bldg.
  - Min 8" and Max 48" from floor
2. Lightest EXIT signs at each door
3. Clear pathways to all doors
4. Emergency lighting working
5. Inspector will also check the electrical panel for holes
6. Inspector is looking to have the business ready to open the next day (i.e. everything must be in place; power is on; ready to open for business)



## Leesburg Police Department

115 E. Magnolia St.  
Leesburg, FL 34748  
Fax: 352 728-9795  
Phone: 352 787-2121

[Marcia.clark@leesburgflorida.gov](mailto:Marcia.clark@leesburgflorida.gov)

In order to provide a more enhanced quality of service we are requesting your assistance, by providing us with updated information. Once you completed the information you may mail, fax, call, or email it back to us. Thank you in advance for your prompt attention and assistance. If you have any questions feel free to contact us.

NAME OF BUSINESS \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ BACK LINE IF AVAIL \_\_\_\_\_

TYPE OF BUSINESS (brief Description) \_\_\_\_\_

HOURS OF OPERATION \_\_\_\_\_

ALARM: Yes  No  Name of Company \_\_\_\_\_

VIDEO SURVEILLANCE: yes  No  Inside  Outside  Operational 24X7

BUSINESS OWNERS NAME \_\_\_\_\_

OWNERS ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMERGENCY AFTER HOURS CONTACTS: (List in order of desired contact)

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_



## BUSINESS TAX REGISTRATION

### Information Guide

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#### General Information

- Business Tax Receipts are issued to businesses operating within the City of Leesburg limits.
- Applicants are also required to obtain a Business Tax Receipt from Lake County. Please inquire with the Lake County Business Tax office (PH: 352-343-9602).
- Business Tax Receipts are valid for one year and all receipts expire on September 30<sup>th</sup> of each year.
- Responsibility to comply with all federal, state, county, and/or city regulatory and zoning laws ultimately lies with the business owner.

#### Fictitious Name, Corporation, or LLC Registration

- If the business name selected is not the full first name and last name of the business owner, the business name would be considered a fictitious name. Please visit the Florida Department of State, Division of Corporations' website at [www.sunbiz.org](http://www.sunbiz.org) to register your business' fictitious name.
- **The Sunbiz registration must reflect "Active Status" prior to issuing a Business Tax Receipt in the registered name.**
- The Business Tax Receipt registration must be signed by an Owner, Officer, or Designee as registered with Sunbiz. If signing a registration on behalf of the owner or registered officer, a Power of Attorney or an Authorization Letter on the company's letterhead is required.

#### State/Federal Information

- State sales tax numbers are issued by the Florida Department of Revenue. For more information, please visit: <http://dor.myflorida.com/dor/>
- A Business Tax Receipt may not be issued unless a Federal Employer Identification Number, Individual Tax Identification Number or Social Security Number is provided (Florida Statute 205.0535 (6)).
- To obtain an Individual Tax Identification Number (ITIN) or an FEIN please contact the Internal Revenue Service at [www.irs.gov](http://www.irs.gov)
- License and/or Certificate: If your business activity is regulated by any State and/or Federal Agency, please provide a copy of all appropriate licenses or certificates with the Business

Tax Receipt registration. **Please note: some businesses may require multiple licenses and/or certificates from different regulating agencies.** Such licenses or certificates include, but are not limited to:

- A. Daycare, preschool and adoption agency certificates can be obtained through the Florida Department of Children and Families. For more information, please visit: <http://www.myflorida.com/accessflorida/>
- B. Restaurants and mobile/perishable food carts must be inspected and licensed by the Division of Hotel and Restaurant Commission prior to obtaining a Business Tax Receipt. For more information, please visit: [www.myfloridalicense.com/dbpr](http://www.myfloridalicense.com/dbpr)
- C. Convenience/grocery stores, health clubs, automotive repair businesses, travel agencies, moving companies, bakeries, delicatessens or agriculture product licenses can be obtained through the Department of Agriculture and Consumer Services. For more information, please visit: <http://www.freshfromflorida.com/>
- D. Licenses for professionals associated with salons, accounting firms, real estate agencies or the construction industry can be obtained from the Department of Business and Professional Regulations. For more information, please visit: [www.myfloridalicense.com/dbpr](http://www.myfloridalicense.com/dbpr)
- E. Licenses for professionals in the fields of accounting, finance, investments, mortgage and banking can be obtained from the Office of Financial Regulation. For more information, please visit: [www.flofr.com](http://www.flofr.com)
- F. Gas Station (storage tank) licenses can be obtained from the Department of Environmental Protection. For more information, please visit <http://www.dep.state.fl.us/mainpage/default.htm>

### **Additional Information**

- Business Tax Receipts should be displayed in a conspicuous and prominent located at the place of business.
- All vending machines shall display, in a prominent place on each machine, a proper sticker or decal showing that the tax has been paid.
- Business Tax Receipts are transferrable in situations such as location and/or ownership changes. The original receipt and evidence of sale is necessary for transfer of ownership. A new application is required for transfer of location. Transfer fees do apply.
- If your business has closed, the Business Tax Registration office must be notified in writing.
- Prior to conducting any business activity, it would be in the best interest of the business owner to verify with City of Leesburg Planning & Zoning that the real estate parcel on which the business is located is properly zoned for the intended business activities.
- Worker's compensation information is available from the Department of Financial Services. For more information, please visit <http://wwwmyfloridacfo.com/division/wc/>