



THE VILLAGE OF NORTH PALM BEACH
420 U.S. HIGHWAY 1 • SUITE 21 • NORTH PALM BEACH, FLORIDA 33408
PHONE: 561.841.3365 • FAX: 561.841.3386 • WWW.VILLAGE-NPB.ORG

BUSINESS TAX RECEIPT CHECK LIST & APPLICATION

Business Tax Receipt Check List

- Please allow a minimum of five (5) business days for approval of application.
- Completed North Palm Beach Business Tax Receipt Application.
- Completed Palm Beach County Business Tax Receipt Application.
- Include copy of Articles of Incorporation or proof of Fictitious Name Registration (www.sunbiz.org).
- Home-based Business Affidavit (*if applicable*)
- Copy of lease agreement or property owner acknowledgement
- Copy of floor plan from property owner that includes suite/unit numbers (*if applicable*)
- Copies of State or County Certifications (if applicable):
 - Department of Business & Professional Regulations 850.487.1395
 - Florida Division of Hotels & Restaurants 850.487.1395
 - Department of Agriculture & Consumer Services 800.435.7352
 - Office of Financial Regulation 850.410.9805
 - State of Florida Department of Health 850.488.0595
 - Palm Beach County Construction Industry Licensing Board 561.233.5525
 - Palm Beach County Department of Health 561.840.4500
- Payment in full. Fees are calculated upon submission and will include a fire inspection fee. They are based on the type of business, number of licensed professionals and/or other factors. Acceptable forms of payment include cash, check or credit card (additional fee applies to payments made by credit card).

Please submit all of the above in person during normal business hours to our offices in The Shops at Village Square:

Village of North Palm Beach
Community Development
420 U.S. Highway 1, Suite 21
North Palm Beach, Florida 33408

For more information, call 561.841.3365 or visit our website at www.village-npb.org.





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BTR #: _____
 (Office Use Only)

Date Received
 (Office Use Only)

BUSINESS TAX RECEIPT APPLICATION

NEW CHANGE OF ADDRESS CHANGE OF NAME CHANGE OF OWNERSHIP NEW PROFESSIONAL

Corporation/Business Name: _____ Fictitious Name/DBA: _____

Individual/Applicant Name: _____ Federal ID#: _____

Primary (NPB) Address: _____ Suite# _____ North Palm Beach, FL 33408

Mailing Address (If different): _____

Phone Number: _____ Fax Number: _____ Cell Number: _____

E-Mail Address: _____ Website Address: _____

Start of Business Date in North Palm Beach: _____

Type of Business (Please be specific. Narrative of Business on reverse side is also required): _____

Number of Employees: _____ Square Footage of Occupancy: _____ Previous Use/Occupancy: _____

Are there any renovations required and/or planned in order to occupy the proposed space? Yes No If yes, Permit #: _____

Do you store hazardous materials or flammable materials? Yes No

State License Professionals		
Name	Profession	License Number (Attach copy of license)
1. _____	_____	_____
2. _____	_____	_____

Emergency Contacts (After hours contact information, commercial businesses only)		
Name	Address	Telephone Number
1. _____	_____	_____

Specialty Information (If applicable)

Restaurant – No of Seats: _____ Hotel/Apartments – No of Units: _____ Coin Operated or Vending – No of Machines: _____

Boat Spaces – No of Spaces: _____ Fuel Dispensers – No of Pumps: _____ Taxi/Transportation: No of Vehicles: _____

Retail & Wholesale Merchants – Average Yearly Inventory at your cost: \$ _____ Other (Specify): _____

Adult Entertainment (THIS SECTION MUST BE COMPLETED BY ALL APPLICANTS!)

Does the proposed business usage constitute an adult dancing establishment as defined in the Palm Beach County Adult Entertainment Code? Yes No

Does the proposed business usage constitute an adult theatre as defined in the Palm Beach County Adult Entertainment Code? Yes No

Does the proposed business usage constitute an adult bookstore/video store as defined in the Palm Beach County Adult Entertainment Code? Yes No

Does the proposed business usage constitute an adult activity that would require an adult entertainment license in accordance with the Palm Beach County Adult Entertainment Code? Yes No

Describe the live entertainment that will be performed using the Narrative for Business form on Page 2 of this application. If live entertainment includes dancing of any type, you must specify the type of dancing and the state of dress or undress of the dancers.

Continued on Reverse Side

NARRATIVE OF BUSINESS *(Required)*

Business Name: _____ Individual's Name: _____

Please provide a detailed narrative of your business:

I certify that I have read this application and that the statements contained herein (including the Narrative of Business) are true and correct to the best of my knowledge. I also acknowledge that a renewal notice from the Village of North Palm Beach will be sent as a courtesy, but is not required. Failure to pay the annual business tax on or before September 30th of each year will result in late penalties as prescribed in the Village Code of Ordinances and Florida Statute 205 whether or not a renewal notice is received.

Printed Name

Title

Signature

Date

The foregoing instrument was acknowledged before me

this _____ day of _____, 20_____, by:

(Name of person making statement)

Who is personally known to me _____ or has produced _____ as identification.

Who did / did not take an oath.

(Signature of Notary)



FOR OFFICE USE ONLY

- | | | |
|--|---|--|
| <input type="checkbox"/> Completed NPB Application | <input type="checkbox"/> Completed PB County Application | <input type="checkbox"/> Articles of Incorporation/Fictitious Name |
| <input type="checkbox"/> Copy of State/County License | <input type="checkbox"/> Copy of Lease/Property Ownership | <input type="checkbox"/> Floor Plan Including Suite Numbers |
| <input type="checkbox"/> Home-Based Business Affidavit | <input type="checkbox"/> Payment Received: <input type="checkbox"/> Check | <input type="checkbox"/> Credit Card |

Zoning Classification: _____

Change of Use Process Required? (Yes / No)

Signature/Zoning Compliance Officer: _____

Date: _____

Signature/Code Compliance Officer: _____

Date: _____

Signature/Fire Inspector: _____

Date: _____

Fee: \$ _____

Fire Inspection Fee: \$ _____

Penalty: \$ _____

Transfer: \$ _____

Credit Card Fee: \$ _____

TOTAL: \$ _____

Call For Pick Up (OR) Mail



ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County

Serving you.

Sec. 17-17 of PBC Ordinance No. 72-7.

No business tax receipt shall be issued until applicable county and state laws are complied with including, but not limited to, building, zoning, construction industry licensing, fire control and health.

www.pbctax.com



Application For Palm Beach County Local Business Tax Receipt

#1: BUSINESS INFORMATION (To be completed by applicant):

****Instructions & checklist on reverse side****

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

Existing PBC LBTR # (if applicable): _____

Corporation/Business Name: _____

Fictitious/DBA/Trade Name: _____

Division of Corporations requires registration of a fictitious name. Submit copy of registration with this application.

Owner/Applicant Name: _____

Federal Employer ID #: _____ ****OR**** Social Security #: _____

Business Address: _____ City: _____ State: _____ ZIP: _____

Applicant/Business Start Date at Location: _____ Business Phone Number: _____

Mailing Address (if different above): _____ City: _____ State: _____ ZIP: _____

E-Mail address: _____

Nature of Business: _____ ****OR**** Profession: _____
(Landscape, Cleaning Service, etc.) (Doctor, Lawyer, etc.)

Maximum Number of: Employees: _____ Machines: _____ Rooms: _____ Restaurant seating: _____

Were you issued a Notice of Non-Compliance? _____ Yes _____ No

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

Signature: _____ Title: _____

(Agent, Owner, Rep.)

#2: PLEASE NOTE: ZONING APPROVAL MUST BE COMPLETED PRIOR TO APPLICATION SUBMITTAL ****See reverse side for details on zoning****

Municipal/City Zoning Approval: _____ Title: _____

Additional Fees May Apply

Unincorporated Zoning Approval/Planning Zoning & Building Approval: _____ Title: _____

PCN: _____ ePZB Application Number: _____ Date: _____

Control Number: _____ Resolution Number: _____

Use pursuant to the PBC ULDC Article 4 supplementary use standards: _____

PZ&B - Check box if approval from department is required***

Regulator Signature required on line, when approval has been granted***

Zoning (U No.) _____ Fire Marshall _____

Compliance _____ Health Department _____

Building _____ Hotel & Restaurant _____

NAICS Code _____ Prior Use of Bay/Bldg. _____

Other _____ Cnty Home Based Affidavit _____

FOR TCO OFFICE USE ONLY

LBTR#/Account #: _____ State/County License Cert #: _____

CSS / SCSS: _____ Date: _____ Field Service Approval: _____

NAICS Code _____ TOTAL FEE DUE: \$ _____ Receipt #: _____



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www.pbctax.com



Application Requirement Guide for Local Business Tax Receipt

APPLICATION REQUIREMENT GUIDE (CHECKLIST)

****Please complete application on reverse side.****

- COMPLETE APPLICATION (box #1 on reverse side)**
- ATTACH A COPY OF FICTITIOUS NAME REGISTRATION (if applicable):** www.sunbiz.org
- OBTAIN ZONING APPROVAL from the following (box #2 on reverse side):**
 - Municipal/City Business Tax Receipt (If business is located within city limits, submit this application to the city for zoning approval).
 - Unincorporated - Palm Beach County Zoning Approval (If business is located in unincorporated Palm Beach County) submit this application to Palm Beach County Planning, Zoning & Building for approval [2300 N. Jog Rd. West Palm Beach-Vista Center (561-233-5200)].
 - Unincorporated Home Based Business - Form #103 must be completed.
- COPIES OF STATE OR COUNTY CERTIFICATIONS/LICENSE (if applicable):**
 - Dept. of Business and Professional Regulation (850) 487-1395
 - Palm Beach County Dept. of Health (561) 840-4500
 - State of Florida Dept. of Health (850) 488-0595
 - Palm Beach County Construction Industry Licensing Board (561) 233-5525
 - State of Florida, Dept. of Agriculture and Consumer Services (800) 435-7352
 - Florida Division of Hotel & Restaurants (850) 487-1395
 - Florida Office of Financial Regulation (850) 410-9805

NOTE: Price quotes are only valid if received and posted in the Tax Collector's Office within the same month of quote.

This receipt is in addition to and not in lieu of any license or receipt required by law or city ordinance and is subject to regulations of zoning, health and any other lawful authority Section 17-17 of Palm Beach County Ordinance No. 72-7.

For more information, call (561) 355-2264 or visit our website at www.pbctax.com.

Mail completed application to:
 Palm Beach County Tax Collector
 Attn: Business Tax Department
 P.O. Box 3715
 West Palm Beach, FL 33402-3715

Visit any of these locations with the completed application: (Monday – Friday 8:15 am to 5:00 pm)

Belle Glade Service Center
 PBC Glades Office Building
 2976 State Road 15
 Belle Glade, FL

Lake Worth Service Center
 3551 South Military Trail
 Lake Worth, FL

Royal Palm Beach Service Center
 200 Civic Center Way
 Royal Palm Beach, FL

Delray Beach/South County Service Center
 501 South Congress Ave
 Delray Beach, FL

Palm Beach Gardens/NE County Courthouse Service Center
 3188 PGA Blvd
 Palm Beach Gardens, FL

West Palm Beach/Downtown Service Center
 301 North Olive Avenue, Room #101
 West Palm Beach, FL



THE VILLAGE OF NORTH PALM BEACH
 COMMUNITY DEVELOPMENT DEPARTMENT
 420 U.S. HWY 1 • SUITE 21 • NORTH PALM BEACH, FLORIDA 33408
 PHONE 561.841.3365 • FAX 561.841.8242 • WWW.VILLAGE-NPB.ORG

HOME-BASED BUSINESS TAX RECEIPT AFFIDAVIT

Before me, the undersigned authority, _____,
(Print name here)

personally appeared and upon oath deposes and states:

1. Affiant is an applicant and a permanently domiciled resident for a Business Tax Receipt for a Home-based Business within the Village of North Palm Beach.
2. Affiant has read and understands the standards and conditions set forth in Village Ordinance 17-3.
3. Affiant understands and acknowledges that signage and storage of commercial vehicles is strictly prohibited at a Home-based Business.
4. Affiant hereby acknowledges that a departure from the standards and conditions of Village Ordinance 17-3 may result in suspension or termination of the Business Tax Receipt; and

The Village shall have the right to reasonably inspect the premises upon which the Home-based Business is conducted to ensure compliance with the foregoing standards and conditions, and to investigate complaints, if any, from neighbors.

AFFIANT SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

State of Florida, County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____, (Affiant)

who is personally known to me _____ produced identification _____.

Type of Identification produced _____

Signature of Notary

[NOTARY STAMP]





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VILLAGE CODE OF ORDINANCES

SECTION 17-3. "HOME OCCUPATIONS"

- (a) *Home occupations as permitted uses.* Home occupations shall be permitted uses within R-1 Single-family Dwelling District, R-2 Multiple-family Dwelling District and R-3 Apartment Dwelling District, and mixed-use Residential/Commercial PUDs.
- (b) *Definition.* Home occupation is defined to mean any activity for which a business tax receipt of the Village of North Palm Beach is required by law, which is conducted within a dwelling unit in a residential district.
- (c) *Business tax receipt required.* It shall be a violation for any person to conduct a home occupation without first obtaining a business tax receipt therefor issued by the village. The community development department may impose reasonable conditions upon a business tax receipt issued for a home occupation for the purpose of insuring compliance with the standards set forth in subsection (d).
- (d) *Standards.* Prior to the issuance of a business tax receipt and as continuing operational standards, home occupations shall comply with the following:
 - (1) No person shall be employed in a home occupation who is not a permanent domiciled resident of the dwelling unit in which the home occupation exists.
 - (2) The floor area within a dwelling unit devoted to a home occupation shall not exceed twenty-five (25) percent of the gross floor area of the dwelling unit excluding porches, garages, carports and other areas which are not considered living area.
 - (3) The activities of a home occupation shall occur entirely within the dwelling unit, excluding accessory structures such as garages, carports and sheds.
 - (4) There shall be no external evidence of the existence of a home occupation within a dwelling unit. Signs, displays, off street parking areas other than driveways normally required for residential use, or other advertising of any kind are prohibited.
 - (5) No tangible goods or services of any kind shall be sold or transferred to a customer, consumer or client on the premises of a home occupation, excluding facsimile machine, telephone and /or postal transactions.
 - (6) A home occupation shall not create noise, vibration, glare, fumes, odors, dust, smoke or electromagnetic disturbances. No equipment or processes shall be used which create visual or audible interference in any radio or television receiver located nearby. No chemicals or chemical equipment shall be used, except those that are used for domestic or household purposes. No motor or engine power, other than electrically operated motors, shall be used in conjunction with such home occupation and the total horsepower of such permitted electrical motors shall not exceed three (3) horsepower, or one horsepower for any single motor.

Section 17-3 “Home Occupations” (cont’d)

- (7) Vehicular and pedestrian traffic shall not be generated by a home occupation in a greater volume or a different vehicle type than the traffic typical in a residential neighborhood in the Village.
 - (8) Deliveries of any kind required by and made to the premises of a home occupation shall not exceed one (1) business delivery per day.
 - (9) The giving of art, music or other instructions or lessons shall be limited to not more than two (2) persons at any one time.
 - (10) Outdoor storage or any materials shall not be permitted.
 - (11) The use of the premises for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and shall, under no circumstances, change the residential character thereof.
- (e) *Affidavit of applicant required.* An applicant for a business tax receipt for a home occupation shall at the time of application file an affidavit wherein the applicant:
- (1) Agrees to comply with the standards set forth in this section;
 - (2) Agrees to comply with the conditions imposed by the department to insure compliance with such standards;
 - (3) Acknowledges that a departure therefrom may result in a suspension or termination of the business tax receipt; and
 - (4) Acknowledges that the village shall have the right to reasonably inspect the premises upon which the home occupation is conducted to insure compliance with the foregoing standards and conditions, and to investigate complaints, if, any, from neighbors.
- (f) *Violation of standards or conditions deemed a Code violation.* Failure by a home occupation licensee to comply with the standards of this section and with the conditions imposed by the department shall be deemed a violation of this Code.
- (g) *Appeals.* An applicant for a business tax receipt whose application is denied for failure to meet the standards set forth in this section or who objects to any conditions imposed by the department may appeal the reasonableness of either to the zoning board of adjustment which may direct that the receipt be issued with or without conditions or may modify, add to or delete the imposed conditions.
- (h) *Repeal of ordinances.* All ordinances or parts of ordinances in conflict herewith are hereby repealed.
- (i) *Effective date.* This section [Ordinance No. 2-95] shall be effective upon the date of passage.

(Ord. No. 2-95, §§ 1—9, 1-26-95; Ord. No. 24-2005, § 2, 9-22-05; Ord. No. 2006-28, § 5, 12-14-06)

Editor's note— Ord. No. 2-95, adopted Jan. 26, 1995, has been codified herein at the discretion of the editor as [§ 17-2](#).

Cross reference— Zoning, App. C.