

BUSINESS TAX RECEIPT APPLICATION



CITY OF SOUTH DAYTONA
COMMUNITY DEVELOPMENT DEPARTMENT
1672 S. RIDGEWOOD AVENUE
SOUTH DAYTONA , FL 32119

(386) 322-3020
FAX (386) 322-3029
www.southdaytona.org

This application is for: ___ New Business
___ Address Change - Former Address: _____
___ Business Name Change - Former Name: _____

1. BUSINESS

Business Name: _____
Business Address: _____
Business Phone: _____ Fax: _____
Mailing Address: _____

2. BUSINESS OWNER

Business Owner or Corporation Name: _____
SS # or Federal ID #: _____ - Required per FL State Statute 205.0535
Driver's License #: _____ State _____
Home Address: _____
Home Phone: _____ Bus. Email Address: _____

3. BUSINESS MANAGER/BUILDING OWNER

Business Manager's Name: _____
Address: _____
Phone: _____

Building Owner Name: _____
Address: _____
Phone: _____

4. INDICATE TYPE OF BUSINESS

<input type="checkbox"/> Adult Bookstore	<input type="checkbox"/> Boat Sales	<input type="checkbox"/> Laboratory/Blood Bank	<input type="checkbox"/> Soup Kitchen
<input type="checkbox"/> Amusement Center/Game Room	<input type="checkbox"/> Check Cashing Business	<input type="checkbox"/> Mobile Home Sales	<input type="checkbox"/> Substance Abuse Clinic
<input type="checkbox"/> Animal Daycare	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Motorcycle Sales/Service	<input type="checkbox"/> Tattoo Parlor
<input type="checkbox"/> Animal Grooming	<input type="checkbox"/> Club/Lodge	<input type="checkbox"/> Nursing Home	<input type="checkbox"/> Taxi/Shuttle Service
<input type="checkbox"/> Automotive Parts/Service	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Pawn Shop	<input type="checkbox"/> Telemarketing
<input type="checkbox"/> Automotive Sales/Service	<input type="checkbox"/> Firearms Sales	<input type="checkbox"/> Public/Private School	<input type="checkbox"/> Thrift /Consignment Store
<input type="checkbox"/> Bar/Lounge/Night Club	<input type="checkbox"/> Internet Gambling/Sweepstakes	<input type="checkbox"/> Service Station	<input type="checkbox"/> U-Haul Type Agency
<input type="checkbox"/> Other: _____			

5. BUSINESS DETAILS

(Complete below only the items that are applicable to your business.)

- A. Beauty/Barber/Nail/Tan Salons: #of chairs/tan beds: _____
- B. Merchants, Wholesale/Retail: Est. Value of Inventory _____
- C. Mini-Warehouses: Total Square Footage _____
- D. Mobile Home Parks/Motels Apartments: # of Units: _____
- E. Restaurants: # of seats _____
- F. Vending Machines (Candy/Soda/Etc.) # of _____
 Amusement Machines (Pinball/Video/Etc.) # of _____
- G. Signage # of Signs up to 15 sq. ft in size _____
 # of Signs over 15 sq. ft. in size _____

- A separate building permit is required before changing/adding any type of signage for your Business -
 - Permits are required for any alterations and/or renovations -

6. PUBLIC SAFETY

Persons to notify in case of an emergency - Must be local and have key to office.

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name on Business Sign: _____

Type of Alarm System: _____ Silent Intrusion _____ Silent Robbery _____ Fire Alarm
 _____ Audible Intrusion _____ Other

Alarm Company Name: _____

Phone #: _____

Does Alarm Reset? _____ No _____ Yes If Yes, How long after sounding? _____

7. ACKNOWLEDGEMENT

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE INFORMATION GIVEN IN THIS APPLICATION MAY BE SUFFICIENT CAUSE TO HAVE THIS LICENSE REVOKED. ISSUANCE OF THIS BUSINESS LICENSE TAX RECEIPT DOES NOT AFFECT THE STATE OF FLORIDA OR COUNTY OF VOLUSIA REQUIREMENTS FOR SEPARATE OR SPECIAL BUSINESS TAX RECEIPT.

Signature of Applicant: _____

Date: _____

- OFFICE USE ONLY -

_____ Concept Plan _____ Certifications/Special Licenses

_____ Copy of Driver's License _____ Fictitious Name

_____ State License _____ Articles of Incorporation

_____ Conv. Store/Rest. Inspection Report _____ Zoning Compliance

_____ Building Inspection _____ Fire Dept. Inspection
 Date Date

Approved by _____ Date _____ B.T.R. Fee _____

Fire Inspection Fee

TO: SOUTH DAYTONA BUSINESS TAX RECEIPTS APPLICANTS

The following requirements must be followed to obtain a Business Tax Receipt with the City of South Daytona. These requirements may vary depending upon the type of business, location, state regulations, etc.

1. Complete the attached South Daytona Business Tax Receipt Application. **PLEASE PRINT or TYPE ALL INFORMATION.**
2. Attach **sketch/concept plan. See Concept Plan Requirements attached to application.**
3. **DRIVER'S LICENSE** - Owner/Manager must submit **copy** of Driver's License or other photo identification.
4. **STATE LICENSED CONTRACTORS** - Must attach **copy** of state certification or registration and certificate of liability insurance and worker's compensation coverage or exemption.
5. Any **copies** of **CERTIFICATIONS** or **SPECIAL LICENSES** required for this business must be attached to the application.
6. **FICTITIOUS NAME** - Any new business must provide **copy** of proof of filing for fictitious name and, if applicable, a **copy** of **Articles of Incorporation** or **LLC** filing, prior to release of business tax receipt.
**NOTE: A FICTITIOUS NAME IS REQUIRED WHEN YOU ARE NOT INCORPORATED. IT IS REQUIRED WHEN YOU ARE NOT USING YOUR FULL NAME AS THE BUSINESS NAME.
**EXAMPLE: JOE'S LAWN SERVICE (FICTITIOUS REQUIRED)
JOE SMITH (NOT REQUIRED)

Information packets are available by contacting FLORIDA DEPARTMENT OF STATE, FICTITIOUS NAME REGISTRATION, (850) 488-9000 OR www.sunbiz.org.

7. After submittal of your application, an inspection by the **FIRE AND BUILDING DEPARTMENT** will also be scheduled in order to make sure that the premises is secure and meets all current codes. **A fire inspection fee will be charged. Please see attached. THIS INSPECTION CAN ONLY BE SCHEDULED MONDAY THROUGH FRIDAY. IT IS YOUR RESPONSIBILITY TO CALL THE COMMUNITY DEVELOPMENT OFFICE AT 322-3020 TO SCHEDULE THIS APPOINTMENT!**

8. **ZONING** - Location of your business must be approved by the Community Development Department prior to issuance of the Business Tax Receipt!
9. **GARBAGE ACCOUNT** - Contact Wendy Mahoney, Senior Utility Billing Clerk for the City of South Daytona, at 322-3023, to set up the garbage account for your business. The garbage account must be in place prior to the issuance of your Business Tax Receipt.
10. **VOLUSIA COUNTY BUSINESS TAX RECEIPT - must be contacted after obtaining your local Business Tax Receipt.** Offices can be contacted at 250 N. Beach Street, Daytona Beach, FL 32114, (386)254-4635, (386)257-6000 or visit www.volusia.org.
11. **SALES TAX** - Information can be obtained through the DEPARTMENT OF REVENUE, Daytona Beach Service Center, 1180 North Williamson Blvd., #160, Daytona Beach, FL, 32114, (386)274-6600 or visit www.myflorida.com/dor.
12. **RESTAURANTS, DELI'S, CAFE'S, ANY TYPE OF BUSINESS HANDLING FOOD PRODUCTS** - Must be inspected by the DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION 850-487-1395, 941 W. Morse Blvd., Suite 290, Winter Park, FL 32789, or visit www.stateofflorida.com prior to the issuance of the Business Tax Receipt!
13. **GROCERY STORES, CONVENIENCE STORES, AND SIMILAR ESTABLISHMENTS** - Must be inspected by the FLORIDA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES at 800-435-7352 or visit www.800helpfla.com ,prior to the issuance of the Business Tax Receipt!
14. **DAY-CARE CENTERS, NURSING HOMES, CAFETERIAS, AND OTHER INSTITUTIONAL FACILITIES** - Must be inspected by the VOLUSIA COUNTY PUBLIC HEALTH UNIT at 1845 Holsonback Dr., Daytona Beach, FL, 32117 (386) 274-0692 or 274-0694 or visit www.volusia.org, Health Dept (link), prior to issuance of the Business Tax Receipt.
15. **ALCOHOLIC BEVERAGES (FOR SALE AND/OR CONSUMPTION ON PREMISES)** - Must comply with the South Daytona Code of Ordinances, Chapter 3, and must obtain permit/license from the DEPARTMENT OF BUSINESS REGULATION-DIVISION OF ALCOHOLIC BEVERAGES AND TOBACCO at 400 W. Robinson St., Room 709, N. Tower, Hurston Bldg., Orlando, FL, 32801, (407) 245-0785 or visit www.stateofflorida.com.

16. **PLANT SALES/PLANT NURSERIES** - Must register with the DEPARTMENT OF AGRICULTURE, DIVISION OF PLANT INDUSTRY, P.O. BOX 1269, GAINESVILLE, FL 32602, LOCAL OFFICE NUMBER 736-5308 or visit www.800helpfla.com ,prior to issuance of the Business Tax Receipt!
17. **TELEMARKETING BUSINESSES/SOLICITORS** - MUST attach copy of registration or exemption from the FLORIDA DEPT. OF AGRICULTURE & CONSUMER SERVICES, 850-410-3808 or 800-435-7352 or visit www.800helpfla.com F.S. 1.603.
18. **MOTOR VEHICLE REPAIR SHOPS** - MUST attach copy of registration or exemption from the FLORIDA DEPT.OF AGRICULTURE & CONSUMER SERVICES, 850-410-3808 or 800-435-7352 or visit www.800helpfla.com F.S.559. (This includes mobile services).
19. **BEAUTY SALONS, NAIL SALONS** - MUST attach copy of state license with BOARD OF COSMETOLOGY (not only individual, but also establishment), 850-488-5702 or visit www.stateofflorida.com.
20. **MASSAGE ESTABLISHMENT** - Must attach copy of state license from the FL Dept of Health. A Massage Establishment license is also required if massages are being done by a state licensed **MASSAGE THERAPIST** working within a Cosmetology Salon. Each individual massage therapist must provide individual license from Dept of Health, and individual license number must be posted on business door or window.
20. **TRAVEL AGENCIES, TRAVEL MEMBERSHIP CLUBS, TRAVEL SALES-** MUST attach proof of registration or exemption with the FLORIDA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES, 850-410-3808 OR 800-435-7352 or visit www.800helpfla.com prior to issuance of Business Tax Receipt. F.S.559.927.
21. **HEALTH STUDIOS/FITNESS CENTERS/TONING CENTERS-** MUST attach proof of registration or exemption with the FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, 850-410-3808 OR 800-435-7352 or visit www.800helpfla.com prior to issuance of Business Tax Receipt. F.S. 501.012
22. **SIGN PERMIT** - Any permanent signs which are changed or added to the business must be approved by the Chief Building Official, via building permit, prior to any work being done.
23. **BANNERS, PENNANTS, TEMPORARY SIGNS** - ARE ONLY ISSUED AS PART OF A SPECIAL EVENT (GRAND OPENING, BIKE WEEK,

GOING OUT OF BUSINESS SALE, ETC). SPECIAL EVENT PERMIT
FEE = \$29.50. CHECK REQUIREMENTS AND DATES ALLOWED.

24. ANY TYPE OF REMODELING - WALLS, ELECTRIC, PLUMBING, ETC. MUST BE APPROVED BY THE CHIEF BUILDING OFFICIAL AND REQUIRES A BUILDING PERMIT PRIOR TO ANY WORK BEING STARTED.

THE ABOVE REQUIREMENTS AND INSPECTIONS ARE ONLY A MINIMUM; OTHER REQUIREMENTS MAY BE NECESSARY DEPENDING ON THE TYPE OF BUSINESS.

WE WILL MAKE EVERY EFFORT TO PROCESS YOUR APPLICATION AS QUICKLY AS POSSIBLE. PROCESSING TIME MAY VARY FROM THREE (3) TO FIVE (5) DAYS. WE APPRECIATE YOUR COOPERATION.

BEFORE A BUSINESS TAX RECEIPT WILL BE RELEASED:

1. WE MUST HAVE COPIES OF ALL INSPECTIONS, CERTIFICATIONS, AND OTHER APPLICABLE DOCUMENTS.
2. THE BUSINESS TAX RECEIPT FEE MUST BE PAID.
3. GARBAGE ACCOUNT MUST BE SET UP WITH THE FINANCE DEPARTMENT.

Updated 06-01-2016

City of South Daytona

Community Development Dept.

Post Office Box 214960 • South Daytona, FL 32121 • 386/322-3020 • Fax 386/322-3029



NOTICE TO BUSINESS LICENSE APPLICANTS CONCEPT PLAN REQUIREMENTS

The City of South Daytona requires that Business License Applicants submit with the required application a concept plan outlining existing conditions and proposed (new) conditions.

Building concept plan shall include:

1. Floor plan drawn to scale, showing all conditions: mechanical, electrical, plumbing, and building layout. This is required for existing and new buildings.
2. Plan must state type of business; e.g. medical office, general business office, restaurant, etc.
3. Window and door sizes and their locations.
4. Electrical panel location.
5. Location of appliances (water heater, air conditioner units, etc.)
6. Bathroom(s) arrangement, i.e., ADA, door size, plumbing fixture, and ventilation fan.
7. Location, size, and type of fire extinguishers, to be determined by a licensed fire extinguisher equipment distributor, NFPA 10.
8. Location of emergency lighting (if applicable).
9. Location of exit sign/lights

Exit signs are required for all exit doors. Illuminated exit signs and emergency lighting are required if operating between the hours of 6:00 PM and 6:00 AM.

Exit doors must remain unlocked or be equipped with panic hardware when open for business. All aisles and exit access must be a minimum of 36 inches wide.

Address numbers and/or unit number will be prominently displayed to be visible from the street or driveway/parking area, at all times. Numbers must be numerical; at least 3 inches in height and a contrasting color to the background, Address number, or unit number will also be displayed on the rear entrance door to the building.

Fire extinguisher type, size (may vary with type of occupancy), and location will need to be established by a licensed fire extinguisher equipment distributor. All fire extinguishers will be in a conspicuous location and properly mounted. All fire extinguishers must have a current inspection tag/sticker attached, will be verified at the Fire Inspection.

From time to time existing and/or new shell buildings may have changes in use, from one type of occupancy to another. Because the building code is updated periodically, adjustments may be necessary in areas such as: egress/ingress access, building compliance, and/or intended use/occupancy. The purpose of requiring this information and documentation is to assist the Building Official and the Fire Chief to validate and approve the issuance of the Business License.

For the purpose of fire and building inspections, the above items must adhere to the National Fire Protection Codes and Florida Building Code for life safety and health compliance. The City understands that existing and/or new buildings may not meet the requirements of these codes. Therefore, after the City has reviewed and approved the concept plan(s), the City may find (during the required fire and building inspection), additional concerns due to unforeseen conditions and those concerns will need to be addressed prior to issuance of the Business License.

Any type of expansion, remodeling, and/or tenant improvements: walls, electric, plumbing, etc. must be approved by the Chief Building Official and requires that a licensed contractor secure a building permit prior to any work being started.

If any additional information is required, please contact my office at (386) 322-3024.

Glenn B. Pereno
Chief Building Official



City of South Daytona

Community Development Department

Post Office Box 214960 • South Daytona, FL 32121 • 386/322-3020 • FAX 386/322-3029

September 30, 2008

Dear Business Owner:

On August 12, 2008, the City of South Daytona adopted a Fire Inspection Fee, Resolution No. 08-10, for commercial businesses, apartment complexes, and home businesses such as day care centers and adult living facilities. This fee was established to defray administrative costs of inspections and it will permit the City to hire a fulltime fire inspector. There is a critical need to upgrade the Fire Safety Program to a regularly scheduled, proactive service. An annual inspection can help to assure that existing structures don't have safety violations that could lead to structure fires.

The fee is based on the type of occupancy and size of unit. Each type of occupancy has specific fire and life safety codes that must be regulated and therefore monitored and inspected.

FIRE INSPECTION FEE TABLE

Occupancy Type:	Annual Fee Amount:
BUSINESS/COMMERCIAL	
0 – 3,000 square feet	\$ 30
3,001 – 30,000 square feet	\$ 45
30,001 + square feet	\$ 60
MERCANTILE	
0 – 3,000 square feet	\$ 30
3,001 – 30,000 square feet	\$ 45
30,001 + square feet	\$ 60
ASSEMBLY	
0 – 300 persons	\$ 30
301 – 1,000 persons	\$ 45
1,001 + persons	\$ 60

INDUSTRIAL/STORAGE	
0 – 3,000 square feet	\$ 30
3,001 – 20,000 square feet	\$ 45
20,001 – 60,000 square feet	\$ 60
60,001 + square feet	\$ 75
HOME BASED LICENSES	
(Child care, adult care, etc.)	\$ 30
APARTMENTS/HOTELS	
1 to 25 units	\$ 50
26 to 50 units	\$ 75
51 to 100 units	\$ 150
101 or more units	\$ 250

After this initial invoicing, the fire inspection fee will be billed annually and included on your business tax receipt renewal.

If you have any questions, please contact the Community Development Department at (386) 322-3020.

Sincerely,



Helen C. Wert
Assistant Community Development Director

c: Christopher Campbell, Finance Director