



CITY OF SOUTH DAYTONA
Community Development Department
Commercial Business Tax Receipt Process Guide

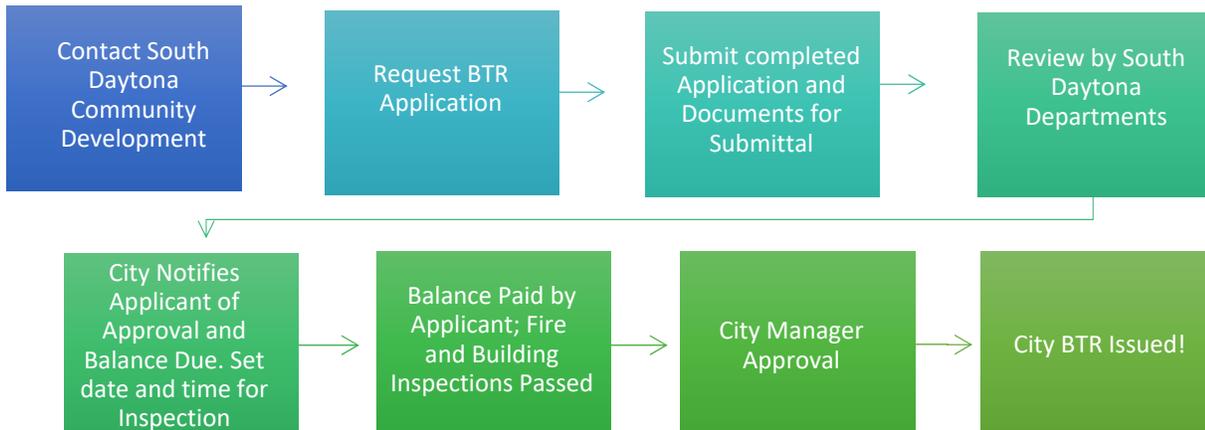
Welcome to the City of South Daytona! We are glad you are interested in bringing your business into our community. This guide is meant to assist in navigating the Business Tax Receipt process. While the process may be a little different than other municipalities, we are committed to preservation and improvement throughout our business districts. We strive for commercial areas to be neat, clean, and visually appealing for you and your customers.

Please note that every property and business is unique. This guide for your convenience; however, additional items may be required. We are here to help you through the process and ensure South Daytona is remains a beautiful community to live and do business.

To begin the process, please contact the Community Development Department at 386-322-3020 or BTR@SOUTHDAYTONA.ORG

City of South Daytona Local Business Tax Receipt Contacts:

 Business Tax Receipt Office City Hall (386) 322-3020	 Fire Department (386) 322-3033
 Community Development (386) 322-3020	 Utility Billing (386) 322-3002
 Building Department (386) 322-3020	 Redevelopment (CRA) (386) 322-3016
 Code Compliance (386) 322-3032	 Police Department (386) 322-3030



Your Responsibilities as a Business Owner:

Contact Community Development

Step 1



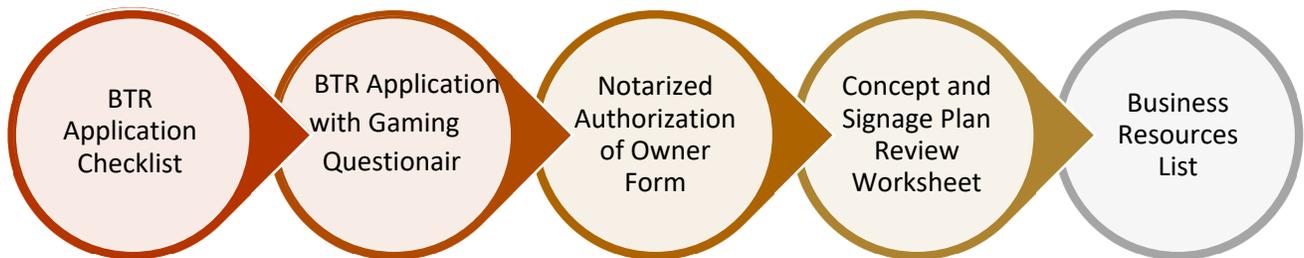
Community Development
(386) 322-3022

- **BEFORE** you finalize signing a lease or purchasing a property contact send an email to BTR@southdaytona.org to ensure the business use is permitted.

Request a BTR Application

Step 2

- BTR application packets may be request via e-mail BTR@southdaytona.org, available on our website Southdaytona.org, or copies may be picked up in the Community Development office in City Hall.
- Included in the Commercial BTR Application Packet are:

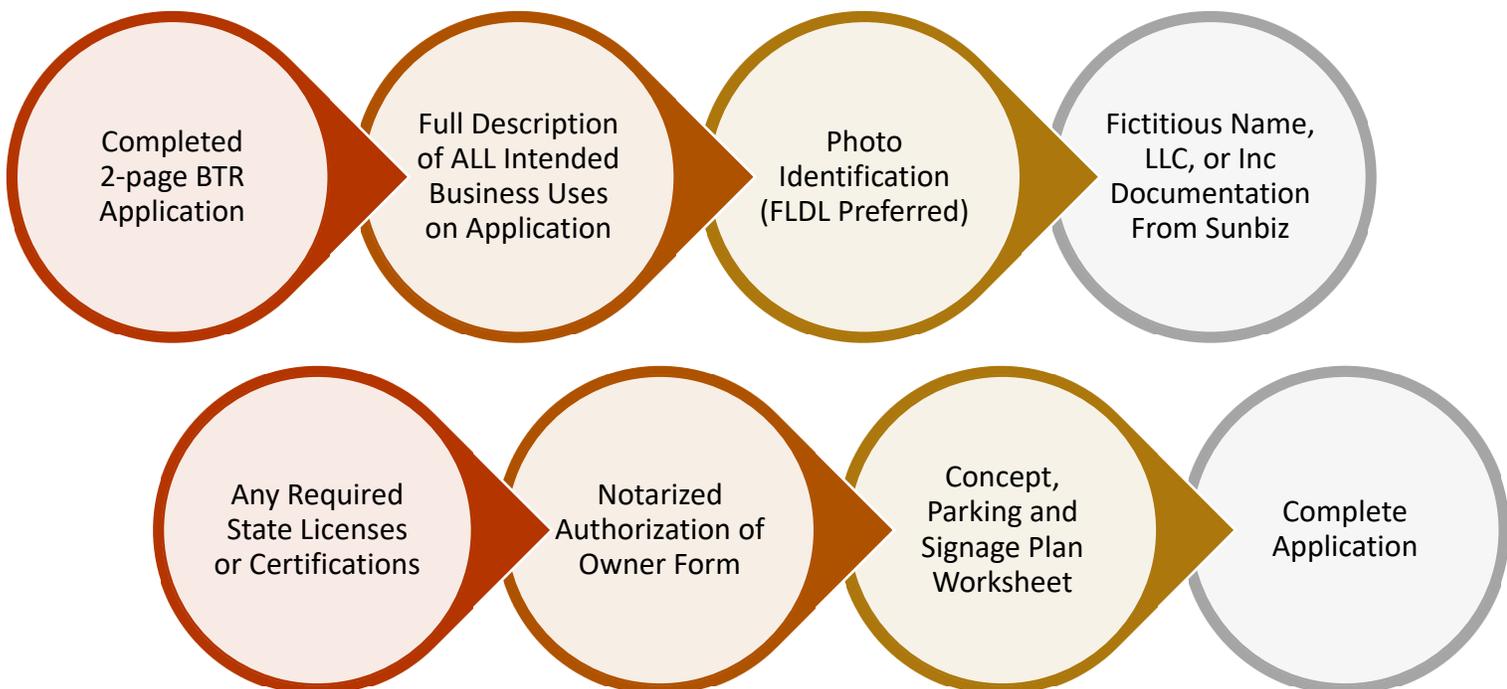


Building permits are required for any and all alterations/improvements, including but not limited to ANY and ALL signage, parking lot, new buildings, electrical, plumbing, mechanical or structural. If there are any questions related to items requiring permits, the Building Department shall be contacted in advance in order to avoid delays in the BTR issuance.

Submit Completed BTR Application Packet for City Review

Step 3

- **Review the BTR Checklist page** to ensure you have begun or completed any necessary steps for submittal, including but not limited to:
 - Applying to **Sunbiz.org** for a Fictitious Name, LLC, or Incorporation.
 - Applying to DBPR, FDACS, or any other **state licensure/certificate program** that may be required for your business.



- Complete submittals may be made in person at City Hall or by e-mail to BTR@SOUTHDAYTONA.ORG.

Set up Temporary Water Account *(If Needed)*

Step 4

- The Utility Billing Department can establish a temporary water account to allow for cleaning and permitted construction/renovations. A completed submitted BTR application is required prior to requesting Temporary Water. Visit the Utility Billing Department in City Hall or by calling 386-322-3002, option 2.

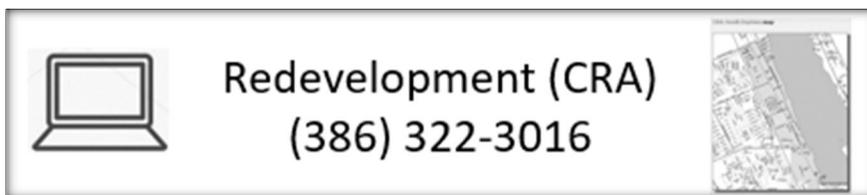
The City's Review Process:



- Verifies all documents are complete and any attachments needed are included to begin review of the application submittal (additional documentation, forms, or information may be requested during review)
- Distributes the application submittal for review
- Notifies applicant of approval, balance due, and requests date and time of inspection once all departments have approved the application submittal
- Issues the BTR upon City Manager's final approval



- Verify your proposed use is allowed in that property's zoning area
- Adequate parking for use
- Signage is allowable by code



If your location is within the CRA (Community Redevelopment Area), a review of the usage, aesthetics, and design elements will occur. The Redevelopment Department will consider sign design, color scheme consistency with the Florida Vernacular or Mediterranean design themes, relationship with signage any other element that may affect its relationship to surrounding properties. Exterior paint must meet the CRA paint palette and must be permitted prior to painting the building. Paint permits are free. Signage must also comply with the CRA paint palette and design standards. Signs shall be approved prior to installation.





Code Compliance (386) 322-3032

The Code Compliance Department will inspect the entire property, not just the individual business unit. If any violations or concerns are found during this inspection, the process will be stopped until those issues are corrected. Business Tax Receipts will not be issued if any code compliance issues are found on the property which will postpone the new business from opening and operating.

Code issues must be resolved before further review.

Code will review the following (this is not an all inclusive list, additional items may be added/inspected):

- Overall Streetscape
- Outstanding Code Violations
- Sign Violations on site:
 - Special Event Signs
 - Temporary Ground Signs
 - Electronic Message Signs
 - Lighting around windows
 - Painted/handwritten signs
 - Window coverage (not specifically made for windows)
 - Window Sign not in compliance (20% of window/front door without obstruction)
 - Parked vehicle used as advertising signage
- Dumpster Area (Section 7-6)
 - Dumpster enclosure to be free of debris and gates closed
- Building Exterior (Section 5-2)
 - Well maintained exterior – Check for aged/weathered paint, mildew, rust, and graffiti
 - Fences, walls, and screening well-maintained
 - Address numbers visible and legible per emergency service standard
- Outdoor storage (Section 5-6)
- Parking lot well maintained
 - Standard and handicap spaces maintained
 - No potholes or extreme surface damage
- Landscaping
 - Grass and landscape areas maintained



Building Department (386) 322-3020

- Review when a Change of Use or Change of Occupancy (per Florida Building Code) is required
- Handicap Parking
- Sign Permits

Building permits are required for any and all alterations/improvements, including but not limited to any and all signage, parking lot, new buildings, electrical, plumbing, mechanical or structural. If there are any questions related to items requiring permits, the Building Department shall be contacted in advance in order to avoid delays in the BTR issuance.



Any outstanding past due debt with the City of South Daytona, including property liens and past due water bills



- ADDRESS NUMBERS** - Address numbers and/or unit numbers will be prominently displayed to be visible from the street or driveway/parking area at all times. Numbers must be at least **six (6) inches** in height and a contrasting color to the background, Address numbers or unit numbers will also be displayed on the rear entrance door to the building.
- CEILING TILES** - All drop ceiling tiles must be in place throughout the building. This will delay fire spreading in the event of a fire, per NFPA 101 Chapter 8.
- EGRESS** - Locks shall not require the use of a key, a tool, or special knowledge or effort for operation from the egress side, per NFPA 101 Chapter 7. Double dead bolt, slide locks or combination type are not permitted. If it is a double lock system such as a thumb turn lock coupled with a door lock, one of them must be deactivated.
- ELECTRICAL PANEL** - An electrical breaker box must be labeled, per NEC 70. (Example: Hot Water Heater, A/C, Lights, etc.) A minimum of 30 inches of clearance shall be provided in front of electrical panels for access.
- EMERGENCY LIGHTING** - Illumination of method of egress shall be provided, in accordance with section 7.8 for every building or structure, per NFPA 101 Chapter 7.
- EXIT AISLES** - All aisles and exit access must be a minimum 36" wide. Exits shall not be blocked.
- EXIT SIGNS** - Exit signs/lights are required for all exit doors. Every exit sign shall be illuminated by a reliable light source, externally and internally. Exit signs shall be legible in normal and emergency light (battery back-up) mode, per NFPA 101 Chapter 7.
- EXTENSION CORDS** - Electrical extension cords cannot be used as permanent wiring, no spliced or frayed cords/wires, and no broken or faulty switch/outlets. Electrical cords may not extend through walls, ceilings, floors, or under doors or floor coverings. Power strips must be plugged directly into an outlet and cannot be plugged into another power strip. Major appliances such as microwave, refrigerator, etc., shall not be plugged into a power strip unless it is approved for heavy appliances. NFPA 70 electrical code.

- **FIRE ALARM SYSTEMS** – Fire alarm systems must be inspected annually with a current annual inspection tag from a certified fire alarm company.
- **FIRE EXTINGUISHER** - Fire Extinguishers shall be type 3A-40BC multi-purpose-dry-chemical. Fire extinguisher must be installed in a conspicuous place, preferably next to an exit door, placed no more than 5' high. The extinguisher must be inspected and tagged annually by an authorized Fire and Safety dealer. **Note:** you may be required to purchase more than one extinguisher, per the fire code, NFPA 1 Chapter 10.
- **HOOD SUPPRESSION SYSTEMS OR UL300** – Fire protection systems such as kitchen hood suppression systems must be inspected and tagged annually by a licensed fire and safety equipment company. In addition, a K-Class extinguisher must be mounted in the kitchen with an affixed tag if there is a hood suppression system.
- **STORAGE** - Storage shall be orderly, separated from heating devices and a minimum of 18" below sprinkler heads or 24" below ceiling where no sprinkler system is in place. NFPA 13.



- Once all departments have approved, the BTR office will send an e-mail. This e-mail will also provide:
 - **Balance due,**
 - **Instructions on how to pay the balance,** and
 - **A request for a date and time** for the Building and Fire Departments to do an **on-site inspection.** Inspection request requires 24 hour's notice.
- ❖ **Please note:** the business location **must be set up** for the inspection to be completed. All fixtures, displays, inventory and furniture must be in place prior to inspection.
- After the balance is paid and the inspections are passed, the **City Manager must sign their approval** to the application.
- After City Manager approval, the BTR office will be able to **issue the Business Tax Receipt (BTR).**
- Once you obtain your City **Business Tax Receipt (BTR)** you are ready to operate!

**** Remember to pay for your Business Tax Receipt annually!**

Courtesy renewal notices are usually sent out from mid-July to August annually.

Bills for the forthcoming fiscal year are available for payment on July 1st and are due by September 30th to avoid penalties. ******



What is a Business Tax Receipt?

- A Local Business Tax Receipt (formerly known as “Occupational Licenses”) is a method by which the City South Daytona grants the privilege of engaging in or managing a business, profession, or occupation within its jurisdiction.

Where should I start?

- Before committing to a location and signing a lease , please email BTR@southdaytona.org to verify your proposed use is allowed in that property’s zoning area. There is no fee associated with the Verification of Use service.
- If you receive Verification of Use approval and were not sent a BTR application with the approval, fillable applications are available on via website southdaytona.org or at City Hall. Thoroughly review the application and its accompanying checklist for details of what is required for submittal.

How long will it take to receive my BTR?

- All complete application submittals must go through the City’s review process, which may take up to 2 weeks for a final response. Any comments provided to the applicant that require resolution will be delayed contingent on resolution of those comments.
- After the application has been reviewed and approved by all departments, you will be notified to schedule a fire inspection (commercial locations only) and pay the balance due.

When must I obtain a BTR?

- Local Business Tax Receipts must be issued before any signed lease or business operations begin. Businesses operating without a BTR are subject to Code Violations being imposed on the property which may result in a Code Case presented before a quasi-judicial Special Master Hearing.

How long is a BTR valid?

- An issued BTR is valid beginning October 1st and expires the following September 30th.

I work from my home, do I need a Business Tax Receipt?

- Yes, any business that is in the city must have a BTR. The Home-Based BTR Application may be received by contacting BTR@SOUTHDAYTONA.ORG or 386-322-3020.

Do I need any other Local BTRs?

- Staff recommends prior to engaging work in another jurisdiction to check within the jurisdiction other than the City of South Daytona that a BTR is not required within their municipality.
- For more information, contact the Community Development Department by via email BTR@SOUTHDAYTONA.ORG or 386-322-3020.



CITY OF SOUTH DAYTONA
Community Development Department

Commercial Business Tax Receipt Checklist

Pursuant to [Chapter 16, Article II](#) of the Code of Ordinances

Prior to signing a lease, it is recommended that a **BTR** application is submitted to the Community Development Department to verify the business is an allowable use within a given zoning district.

Building permits may be required for construction, renovation, and signage. Please check with the Community Development Department if you are unsure if a permit is required.

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.

Completed BTR Applications are only valid for 30 days

Requirements for submittal:

- Complete two-page application, including but not limited to:
 - Detailed description of business activities
 - Applicable business details
 - Public Safety emergency notification information
 - Notarized applicant signature
- Sketch/concept plan of the business layout, including but not limited to:
 - Offices
 - Bathrooms
 - Storage
- A copy of the owner/manager's Florida state issued photo ID.
- A copy of the Fictitious Name, LLC, and/or Articles of Incorporation filing accepted by the [Division of Corporations \(sunbiz.org\)](#).
 - Note: A Fictitious Name is required when a business is not working under their incorporated name, and/or when a business is not the owner's full name exclusively (Ex: John Smith's Lawn Care requires a registered Fictitious Name).
- Copies of certifications and/or special licenses if required for the business, for example:
 - Cosmetologists
 - Contractors
 - Insurance agencies
 - Alcohol sales/consumption
- Notarized Authorization of Owner form (if not the property owner)

Once the application has gone through review, the applicant will be notified of corrections, approval, or denial.

Upon notification of approval, the BTR may be issued once the following items have been completed:

- Building and fire inspections requested by the applicant.
- Passing of both fire AND building inspections
- Payment of fees, including the fire inspection fee

Note: The checklist is a guide for your convenience; however, additional items may be required to process your application. If you require additional information, please call our office at 386-322-3020. Only complete applications can be processed.



CITY OF SOUTH DAYTONA
Community Development Department
Notarized Authorization of Property Owner
 For Commercial and Home-based Business Tax Receipts

Note: Agents acting on behalf of the property owner must provide proof of agent authorization.

To whom it may concern:

I, _____, do hereby authorize my tenant,
 (Owner/Authorized Agent)

_____, to obtain a Business Tax Receipt
 (Name of Tenant)

for _____ to be located at
 (Business Name)

_____.
 (Street Address)

I further authorize _____ and/or their representative to
 (Name of Tenant)

grant approval to regulatory agencies or others as required to access and inspect the
 above referenced property to secure required approvals.

 Signature of Property Owner/Authorized Agent

 Date

STATE OF FLORIDA
 COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me by means of physical presence or
 online notarization, this _____ day of _____, 20____ by
 _____, who is personally known to me or who has produced
 _____ (type of ID) as identification.

 Notary Public Signature

Notary Stamp



CITY OF SOUTH DAYTONA
Community Development Department

Commercial Business Tax Receipt Application

Pursuant to [Chapter 16, Article II](#) of the Code of Ordinances

Zoning: _____	BTR Account ID#: _____
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- New Business
 Transfer of Owner
 Transfer of Location (W/I South Daytona)
 Booth Rental
 Business Name Change Former Name: _____

Note: *Only complete applications will be processed. Only Valid for 30 days*

BUSINESS INFORMATION			
Business/Organization Name			
Business Address			
Mailing Address			
Business Phone			
Business E-mail			
BUSINESS OWNER INFORMATION			
Owner or Corporation Name			
Home/Corporate Address			
Phone		E-mail	
FEIN or Social Security Number (Required per FL Statute 205.0535)			
Driver's License Number		State	
APPLICANT INFORMATION (if not owner)			
Name			
Job Title			
Phone		E-mail	
BUSINESS DETAIL			
Type of Business		Estimated # of Employees	
Fully describe and list any/all intended uses. Include any state license information. *			
<small>*Must be completely described for application to be processed.</small>			
Proposed Signage (Quantity)	Signs Under 15 sq. ft.		Signs Over 15 sq. ft.
Merchant Estimated Inventory Value	\$	Square Footage	
Cosmetology/Barber/Tanning/Tattoo # of Stations and/or Beds			

BUSINESS DETAIL (continued)			
Mobile Homes, Apartments, Hotels # of units/rooms			
Restaurant # of seats		Alcohol served? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vending Machines		Gaming machines of any kind? <input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If Yes, please complete and attach supplemental questionnaire.</i>	
Amusements (Ex: # of pool tables, darts, pinball)			
Hours of Operation	Monday:	Tuesday:	Wednesday:
	Thursday:	Friday:	Saturday:
		Sunday:	
PUBLIC SAFETY			
Persons to notify in case of emergency. Must be local and have key to office.			
Name		Phone	
Name		Phone	

I understand that this business tax is for the privilege of engaging in the business, profession, or occupation shown and only at the address shown herein. I also understand that the issuance of this business tax does not permit engaging in or managing any business in violation of federal, state, or local law, regulation, ordinance, or order. A Business Tax Receipt may not be used or presented as a license to perform any service or work.

Initial: _____

I acknowledge that the issuance of this Business Tax Receipt is contingent upon complying with the building and fire prevention requirements of the City of South Daytona. An inspection will be performed, and should deficiencies be found that are in conflict with the city code, I understand that the City of South Daytona will not issue the Business Tax Receipt until I (or the owner of the building, if leased) make the required corrections. I understand that should corrections be necessary; I am not permitted to operate this business until those corrections have been made.

Initial: _____

I certify that all the information contained herein is true and correct to the best of my knowledge and belief. If any portion is found to be false or misrepresented, such fact may be just cause for immediate revocation of any Business Tax Receipt issued to me. It is further understood that I must comply with the code of the City of South Daytona and failure to correct conditions which are in violation is punished under the code or sufficient cause for revocation of my Business Tax Receipt. I understand that if I engage in a business under a fictitious name, I must comply with the fictitious name statute.

Signature of Applicant/Owner

Date

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20____ by _____, who is personally known to me or who has produced _____ (type of ID) as identification.

Notary Public Signature

Notary Stamp

Account ID # _____
Customer # _____
Bill # _____

•Office Use Only•

Temporary water service requested? Yes No UB: _____ Comm Dev: _____

_____ Police _____ Utility Billing _____ Code
_____ City Manager

_____ Fire _____ Finance _____ Community Development

___ Application complete _____ State license/certificates _____ Property Appraiser

___ Copy of driver's license _____ Concept Plan

___ Owner Authorization _____ Fictitious Name/LLC/Inc.

Building permits required? Yes No

Building permits submitted? Yes No

BTR fee code: _____

Generated AR Balance due: _____

Date Sent for Dept. Head Review: _____

Notified of issuance/balance due: _____

Fee balance paid on: _____

Fire inspection scheduled date: _____

Pass date: _____

Building inspection scheduled date: _____

Pass date: _____

BTR Fees: _____

Comments:

Sign Fees: _____

Under 15 Sqft: _____ Over 15 Sqft: _____

Fire Fees: _____



**CITY OF SOUTH DAYTONA
Community Development Department**

**Commercial Business Tax Receipt Application
SUPPLEMENTAL QUESTIONNAIRE – GAMING**

Zoning: _____ BTR Account ID#: _____

- New Business
 Transfer of Owner
 Transfer of Location (w/i South Daytona)
 Booth Rental
 Business Name Change Former Name: _____

Note: *Only complete applications will be processed. Only Valid for 30 days.*

BUSINESS INFORMATION			
Business/Organization Name			
Business Address			
Mailing Address			
Business Phone			
Business E-mail			
BUSINESS OWNER INFORMATION			
Owner or Corporation Name			
Home/Corporate Address			
Phone		E-mail	
FEIN or Social Security Number (Required per FL Statute 205.0535)			
Driver's License Number		State	
APPLICANT INFORMATION (if not owner)			
Name			
Job Title			
Phone		E-mail	

Supplemental Questions:

1. Does the use involve any gambling devices? Yes No

If YES, list the vendor, software vendor, brand, model number, version number, serial number, and name, of each individual gambling device.

2. Does the use involve any simulated gambling devices as defined in Article III, Chapter 3.5-125, So. Daytona Code of Ordinances? Yes No

If YES, list the vendor, software vendor, brand, model number, version number, serial number, and name, of each individual simulated gambling device.

3. Does the use involve any amusement game or machine as defined in Section 546.10, Florida Statutes and Section _____, So. Daytona Land Development Code Yes No

If YES, please attach an opinion letter from an attorney licensed to practice in the State of Florida explaining why the devices to be used constitute an "amusement game or machine" rather than a gambling device or simulated gambling device.

If YES, list the vendor, software vendor, brand, model number, version number, serial number, and name, of each individual device.

4. Has a Use Verification Form been obtained from the Community Development Department certifying that the proposed use is permissible in the identified zoning district?

Yes No If YES, attach a copy.

5. Has a special exception to allow the proposed use been granted?

Yes No If YES, attach a copy.

I certify that all the information contained herein is true and correct to the best of my knowledge and belief. If any portion is found to be false or misrepresented, such fact may be just cause for immediate revocation of any Business Tax Receipt issued to me. It is further understood that I must comply with the code of the City of South Daytona and failure to correct conditions which are in violation is punished under the code or sufficient cause for revocation of my Business Tax Receipt. I understand that if I engage in a business under a fictitious name, I must comply with the fictitious name statute.

Signature of Applicant/Owner

Date

STATE OF FLORIDA
COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me by means of ___ physical presence or ___ online notarization, this ___ day of _____, 20___ by _____, who is personally known to me or who has produced _____ (type of ID) as identification.

Notary Public Signature

Notary Stamp

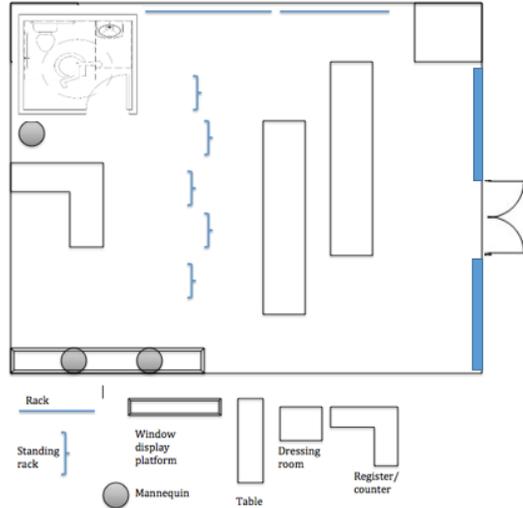


Concept and Signage Plan Review Worksheet

Sketch/concept plan of the business layout, including but not limited to:

- Offices
- Shelving / Merchandise
- Bathrooms
- Storage

Concept Plan - Example



Signage plan (examples):

Sign permits may be required depending on scope of work. A General Contractor, Building Contractor or Sign Contractor can assist you with permitting. An Electrical Contractor may be needed for some signs. The below submittal is a signage plan for your Business. Any modifications or additions (even in future years) will need to be submitted to the City. Never add signage without modifying this plan and obtaining a permit from the City of South Daytona.

- Window Signs
- Monument Signs
- Tenant Signs
- A – Frame Signs

Example:

1 sign on existing, monument:



Window Signage:



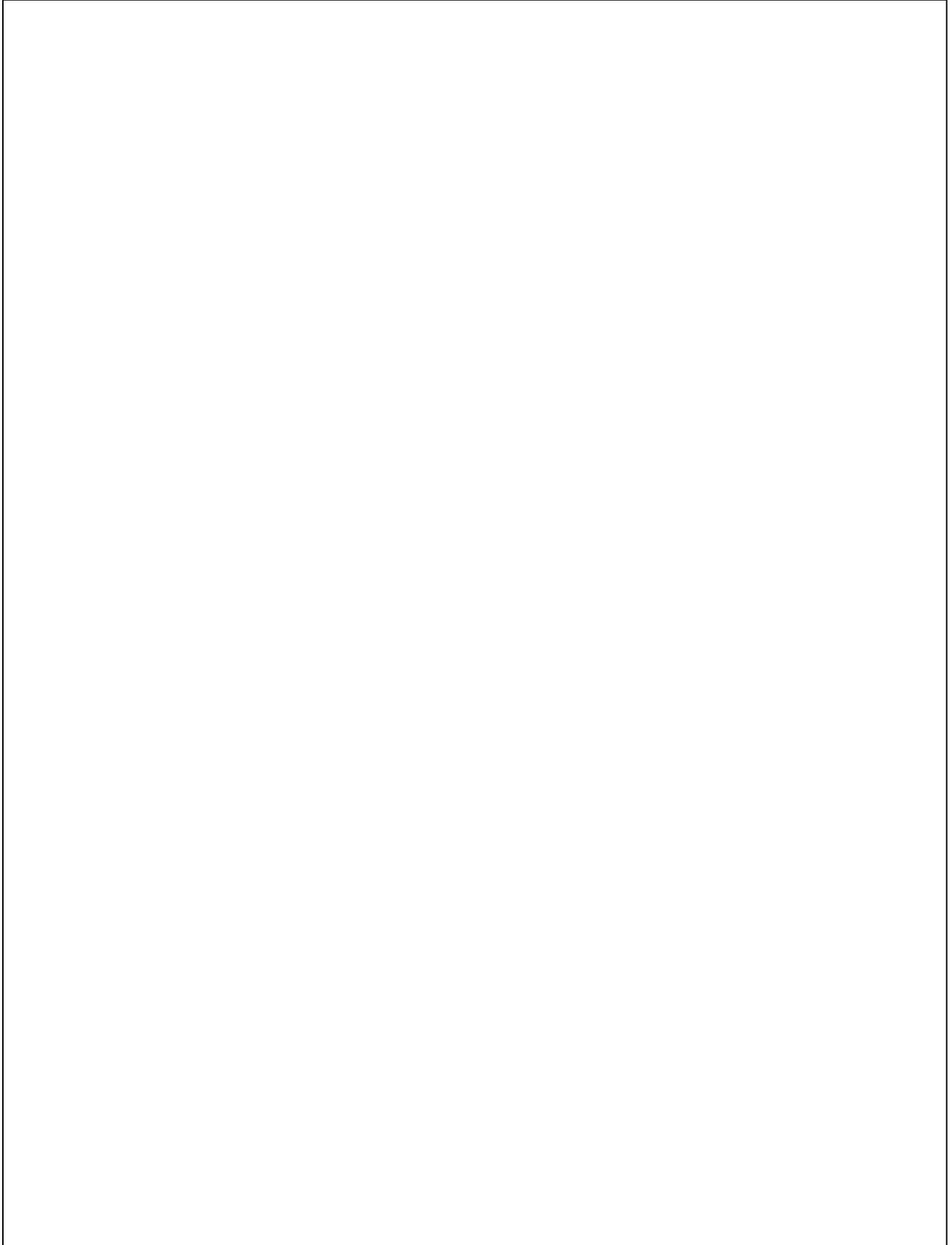
A - Frame to be placed on sidewalk, 4 feet from front door.



My Signage Plan

(attach additional sheets as needed)

If you modify your site signage, a new plan will need to be submitted and approved.

A large, empty rectangular box with a thin black border, intended for the user to draw or attach their signage plan. The box occupies most of the page's vertical space.

Business Name: _____

Business Location: _____

Contact Name: _____

Phone Number: _____ Email Address: _____

I certify the attached signage plan is correct. I understand that any deviation from the attached plan will result in Code Enforcement actions. I agree that I will modify my signage plan before adding any signage for my business.

Business Name

Authorized Signer

Signature

Date

Building Permits Required – Acknowledgement

Building permits are required for any and all alterations/improvements, including but not limited to any and all signage, parking lot, new buildings, electrical, plumbing, mechanical or structural. If there are any questions related to items requiring permits, the Building Department shall be contacted in advance in order to avoid delays in the issuance of the Business Tax Receipt.

Permits can be issued to licensed contractors only.

Acknowledgement:

Signature

Date



CITY OF SOUTH DAYTONA
Community Development Department
Business Resources

Volusia County Business Tax Receipts

www.volusia.org/revenue/btrinfo.htm

Daytona Office: (386) 254-4635

New Smyrna Beach Office: (386) 423-3325

Florida Division of Corporations – Fictitious Name, LLC, Incorporation

www.sunbiz.org

(850) 245-6000

Florida Department of Business and Professional Regulations (DBPR) – State Licensing

www.myfloridalecense.com

(850) 487-1395

Florida Department of Revenue – Florida Sales Tax

<https://floridarevenue.com/taxes>

(800) 352-3671

Internal Revenue Service – Federal Employee Identification Number (FEIN)

www.irs.gov

(800) 829-4933

Florida Department of Agriculture and Consumer Services – State Licensing/Permits

www.freshfromflorida.com

(800) 435-7352

Division of Plant Industry – Nursery Registration

www.freshfromflorida.com/divisions-offices/plant-industry

(352) 359-4700

Florida Department of Financial Services – State Licensing, Worker’s Compensation

www.myfloridacfo.com/division/agents/licensure

(850) 413-3137

Division of Alcoholic Beverages & Tobacco

www.myfloridalicense.com/dbpr/alcoholic-beverages-and-tobacco/

(850) 487-1395

Port Orange/South Daytona Chamber of Commerce

www.pschamber.com

(386) 761-1601

Small Business Development Center

www.sbdcdaytona.com

(386) 506-4723

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