



NORTH BAY VILLAGE

Village Hall • 1666 Kennedy Causeway, Suite 300,
North Bay Village • FL 33141 • Phone: 305-756-7171 • Fax: 305-756-7722

APPLYING FOR A BUSINESS TAX RECEIPT

(formerly called occupational license)

We are delighted that you have chosen to open or launch your business in North Bay Village. Anyone who wishes to operate a business within North Bay Village is required to obtain a municipal business tax receipt before they can legally open for business. In some cases, if a business performs several functions, it may be necessary to acquire more than one local business tax receipt. Failure to obtain a local business tax receipt will result in penalties and fines.

WHO NEEDS A BUSINESS TAX RECEIPT?

- Any person, firm, association, or corporation maintaining a business location or branch office within North Bay Village for the privilege of engaging in or managing a business, profession, or occupation. The Village of Ordinances Code specifies what businesses are permitted to operate in the Village.
- Any person who utilizes a residential unit to conduct a home business, profession, or occupation. A license is required for each separate classification at the same business location.
- Any person conducting a vacation rental business.

PROCEDURES REQUIRED BEFORE OBTAINING A BUSINESS TAX RECEIPT

Before a North Bay Village local business tax receipt can be issued, a business must meet all conditions required by city, county, state, or federal agency regulations, which apply to that business or occupation. Many businesses may be subject to zoning, environmental health, building, development codes or other regulatory requirements.

The following procedures are required before obtaining a Business Tax Receipt from North Bay Village:

1. Contact the Office of The Village Clerk at 305-756-7171, to be certain that the proposed business/occupation you wish to operate is allowed at the address intended.
2. If applicable, any changes to the interior or exterior of a business establishment (painting, signs, canopies, etc.) require that you apply for the necessary permits from the Building Department prior to beginning the work. The Building Department can also assist you with this process.
3. Based on the type of business/occupation additional documents may be requested. Failure to comply with Local Business Tax Receipt will result in Fines, Penalties, and Revocation of Licenses.

Once the above conditions are met, you can fill out an application for a Business Tax Receipt from North Bay Village online at: www.nbvillage.com or visit the Office of the Village Clerk: Village Hall, 1666 Kennedy Causeway – Suite 300. This form should be filled out and signed by the owner of the business/occupation. The local business tax fee varies by classification.

Once the application has been approved your Local Business Tax Receipt will be mailed to you. This process normally takes from approximately two weeks. The Local Business Tax Receipt must be displayed conspicuously at your place of business and in such a manner as to be open to the view of the public and subject to inspection by all duly authorized officers of the Village.

RENEWALS

Local Business Tax Receipts must be renewed each fiscal year beginning October 1st, and are valid until September 30th of the following year. A penalty fee is charged for late renewals, and fines and penalties are issued to businesses that do not obtain a receipt.

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DOCUMENTS REQUIRED FOR OBTAINING A BUSINESS TAX RECEIPT

The following documents are required to obtain a Business Tax Receipt from North Bay Village:

- ☐ North Bay Village Local Business Tax Receipt Application.
 - o \$4 Application Fee
 - o License fee (to be determined after processing) based on business type.
- ☐ Florida Employer Identification Number or Social Security Number: www.sunbiz.org
- ☐ Copy of Corporation/Limited Liability Company/ Partnership Documents: www.sunbiz.org
- ☐ Copy of Fictitious Name Registration. If your business name on your local business tax receipt is other than the legal name of the owner(s), it must be registered as a fictitious name or Division of Corporations. For registration instructions, certified copies and fees visit: www.sunbiz.org or call: 1 (850) 245-6058.
- ☐ Copy of Miami Dade County Local Business Tax Receipt. All businesses operating within Miami-Dade County are required to obtain a Miami-Dade County Local Business Tax Receipt (formerly known as Occupational License).
 - o Online: www.miamidade.gov/taxcollector.
 - o In person: *Miami-Dade County Business Tax*
200 NW 2nd Avenue, 1st Floor, Miami, FL 33128.
 - o For more information: (305) 270-4949.
- ☐ Copy of Miami-Dade Fire Rescue Dept. Annual Operating Permit: (786) 331-4800
- ☐ Copy of State of Florida Professional Business License: 1 (850) 487-1395
- ☐ Copy of Grease Discharge annual Operating Permit: www.miamidade.gov/derm
- ☐ Copy of State of Florida Alcoholic Beverages & Tobacco License: www.myfloridalicense.com
- ☐ Copy of State of Florida Hotel & Restaurant License: www.myfloridalicense.com
- ☐ Copy of Annual Food permit: 1 (850) 245-5520
- ☐ Proof of ownership of property or copy of lease.

Should you have any questions regarding the business tax application or the requirements you need to obtain a business tax receipt from North Bay Village, please contact the Office of the Village Clerk at (305) 756-7171 or NBVBTR@nbvillage.com. For more information on starting a business in Florida visit: www.sunbiz.org.

LICENSE FEE SCHEDULE

1) Merchants/Retail	\$125.00
2) Restaurants/Drugstores	
• The first 20 seats shall pay a minimum fee	\$125.00
• For each additional seat over 800	\$5.00
3) Alcoholic Beverages Vendor Certificates Fees (Regulatory)	
• Establishment selling beer and wine, for consumption off premises (no food)	\$150.00
• Establishment selling beer and wine for consumption on premises	\$750.00
• Establishment selling beer and wine, for consumption off premises (no food)	\$150.00
4) Property Management/Vacation Rental	\$125.00
5) Administrative Offices	\$125.00

For additional fees please see §110.10 of the North Bay Village Code of Ordinances.

Note: Your Check should be made payable to North Bay Village. Your Local Business Tax Receipt is not valid until payment is received. For additional information, please contact the Office of The Village Clerk at (305) 756-7171 or NBVBTR@nbvillage.com.

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APPLICATION FOR BUSINESS TAX RECEIPT

(For license renewals and business information changes, please use the business information update form)

This form should be filled out and signed by the owner of the business/occupation. Applications will not be accepted if **INCOMPLETE**.

Type of Application: ☐ New ☐ New Change

License Year: October 1, _____ to September 30, _____

Pursuant to the North Bay Village Code of Ordinances and any amendments thereto, I (we) hereby make application for a Local Business Tax Receipt to conduct the business described below.

BUSINESS INFORMATION

Business Name: _____

Business Address: _____

Corporation/Owner's Name: _____

Federal Employer I.D. Number: _____ **Florida Sales Tax Number:** _____

Business Type: _____ **Business Opened or will open:** _____

Building Type: ☐ Office ☐ Store ☐ Restaurant ☐ House ☐ Apt. ☐ Other

Maximum No: Employees (include owner) _____ Restaurant Seats _____ Barber/Salon Shop Chairs _____
Rooms/Apts. _____ * Each habitable room (i.e. living room, dining room, den)

Alcoholic Beverages: ☐ Yes ☐ No **Hours of Operation:** _____

Manager's Name (if different): _____

Owner's Address: _____

Mailing Address (if different): _____

Business Phone: _____ **Business Fax:** _____

Email Address: _____ **Website:** _____

Applicant's Name (if different - print): _____ **Title** _____

Signature _____ **Date** _____

OFFICE USE ONLY

Date Submitted: _____

Business Category: _____ **Local Business Tax Receipt No:** _____

Type of Business: ☐ Corporation ☐ LLC ☐ Fictitious Name

Village Clerk Signature: _____

APPROVED BY

Building & Zoning Department: _____ **Date:** _____

Fire Department: _____ **Date:** _____

Code Enforcement: _____ **Date:** _____

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AFFIDAVIT OF HOME BASED BUSINESS TAX RECEIPT

I, _____

Residing at _____, North Bay Village, Florida, do hereby swear or affirm that I have read the conditions. Upon which the Village will issue a Business Tax Receipt to conduct the following type of business at the above address, which is my residence:

Type of Business: _____

I fully understand and hereby agree to comply with each of the following as each related to the operation of my home occupation:

1. Business Tax required. It shall be a violation of this code for any person to conduct a home based business without obtaining a Business Tax Receipt therefore issued by the Village.
2. Standards. Prior to issuance of a business tax receipt and as continuing operational standards, the above described home occupations shall comply with the following:
 - a) No person shall be employed in a home occupation who is not a permanent domiciliary resident of the dwelling unit in which the home occupation exists.
 - b) The floor area within a dwelling unit devoted to a home occupation shall not exceed 25% of the gross floor area of the dwelling unit excluding porches, garages, carports and other areas which are not considered living areas.
 - c) The activities of a home based occupation described above shall occur entirely within the dwelling unit excluding accessory structures such as garages, carports and sheds.
 - d) There shall be no external evidence of the existence of a home occupation within a dwelling unit. Signs, displays on the premises, off-street parking areas or on driveways normally required for residential use are prohibited. Stationary, business cards and media advertisements shall be permitted provided that the residential address is not advertised. Such occupation shall not result in an increase in parking required.
 - e) No goods or services of any kind shall be sold or transferred to a customer, consumer or client on the premises of a home based occupation described above, excluding facsimile machine, telephone and/or postal transactions. No inventory shall be stored on premises in more than 32 cubic feet. I fully understand that for the purposes of this subparagraph "inventory" is defined as merchandise, stock in trade or goods of any nature, the purposes for which are to be sold, assigned and physically transferred or delivered to customers, clients and/or patrons of said business on the premises.
 - f) Home based occupation described above shall not create noise, vibration, glare, fumes, odors, dust, smoke, electro-magnetic disturbances or waste and trash other than normal household trash and normal recyclables. No equipment or processes shall be used which create visual or audible interference in any radio or television receiver located nearby. No explosives or chemicals or chemical equipment shall be used except those chemicals that are used for domestic or household purposes.
 - g) Vehicular and pedestrian traffic shall not be generated by a home based occupation described above in a greater volume or a different vehicle type than that of the traffic typical in a residential neighborhood in the Village.

- h) Deliveries of any kind required by and made to the premises of a home based occupation described above shall not exceed one business delivery per day.
3. I acknowledge that a departure from any or all of the above may result in a suspension or termination of the business tax receipt; and
 4. I acknowledge that the Village shall have the right to reasonable inspect the premises upon which the home based occupation is conducted to insure compliance with the foregoing standards and conditions, and to investigate complaints, if any, from neighbors.
 5. I understand that failure by the home based occupation described above to comply with the standards of this section and with the conditions imposed by the department shall be deemed in violation of North Bay Village Code of Ordinances.

I the undersigned, after first being duly sworn, hereby attest that I will strictly comply with all the provisions regulating home based occupations as set forth above and in the North Bay Village Code of Ordinance No. 94-01.

Printed Name of Applicant

Title

Signature of Applicant

Date

State of Florida
County of Miami-Dade

Sworn and subscribed to before this _____ day of _____, 20_____

Identification Number _____ Expiration Date: _____

Notary Seal

Notary Public, State of Florida

Typed or Printed Name of Notary