

WHERE TO START...

Step 1: Decide what kind of business you would like to pursue

Step 2: Pick a name and register it with the Florida Division of Corporations (Sunbiz)

Step 3: Register the business with the Florida Department of Revenue

Step 4: Register with the IRS to obtain a Florida Employer Identification Number

Step 5: Depending on the type of business check with state agencies to see if you will be required to obtain a professional license

Step 6: Decide whether your business will be based out of a commercial office or a residence

Step 7: Contact your local municipality. If you are going to be based within the City of Palm Beach Gardens, please contact the Planning & Zoning Department first at (561)799-4222, to see if the area you have chosen is zoned for the type of business you will conduct

Step 8: Once all state requirements have been met, apply for a Business Tax Receipt with your local municipality.



City of Palm Beach Gardens
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Palm Beach Gardens, FL 33410

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Starting a Business

City of Palm Beach Gardens
Business Services Division

*“Excellence expected
and delivered!”*

STATE REQUIREMENTS

The first step in starting a business is to register the business name with the Florida Division of Corporations via their website, www.Sunbiz.org, or by calling (850) 245-6058. A customer service representative will assist you in determining what type of business name you will be registering under, corporate or fictitious.

Next, state licenses, registrations, and/or certifications may be required for your chosen business or profession. For more information, check with the following agencies if applicable to your business type:

Department of Business and Professional Regulation

(850) 487-1395
Most professions and contractors

Palm Beach County Contractors Certification Division

(561) 233-5525
Contractors without state certification

Palm Beach County Health Department

(561) 840-4500
Child care facilities

Florida Department of Agriculture & Consumer Services

(800) 435-7352
Food outlets, auto repair, travel agencies, telemarketers, health/dance studios

Florida Department of Health

(850) 488-0595
Health care professionals, doctors, therapists

Florida Office of Financial Regulation

(561) 837-5203
Banks, finance companies, securities brokers

Florida Division of Hotels & Restaurants

(850) 487-1395
Restaurants, mobile food operators, hotels, motels

MUNICIPAL REQUIREMENTS

Once all the state requirements have been met, it's time to apply for your Business Tax Receipt with your local municipality.

If you are operating your business within the City of Palm Beach Gardens, please feel free to contact us at (561)799-4210 or by visiting our website at www.pbgfl.com

What is a Business Tax Receipt?

A business tax is fixed and imposed upon every person who maintains a permanent business location or branch office within the city for the privilege of engaging in or managing any business, profession, or occupation within the city, pursuant to Florida Statute 205.

Are there any exemptions?

Florida Statutes 205.162 and 205.171 speak on certain exemptions for the following:

- Certain disabled persons
- The aged (65 or older)
- Widows with minors
- Disabled veterans of any war or their unmarried spouses

There is specific documentation required that must be provided in order to obtain an exempt business tax receipt. Please contact your local municipality for more information.

Do they expire?

Florida Statute 205.053 states that all business tax receipts expire September 30th of each year. The City of Palm Beach Gardens issues renewal notices to businesses beginning in July of each year.

APPLICATION REQUIREMENTS

Commercial Business

- ◆ Articles of Incorporation / Fictitious Name Registration
- ◆ If applicable, copy of State License or Certificate of Competency (This requirement varies)
- ◆ City of Palm Beach Gardens Business Tax Receipt Application
- ◆ Retail / Wholesale Affidavit (If applicable)
- ◆ If applicable, copy of Non-Profit (501-C3) Exemption Certificate.
- ◆ Commercial locations will require a Fire Department Life Safety inspection.

Home-Based Business

- ◆ Articles of Incorporation / Fictitious Name Registration
- ◆ If applicable, copy of State License or Certificate of Competency (This requirement varies)
- ◆ City of Palm Beach Gardens Business Tax Receipt Application

State Licensed Professional

- ◆ State License
- ◆ City of Palm Beach Gardens Business Tax Receipt Application (MUST include employers FEIN or applicant's SS#, and Start Date on application)

Out of Town Business (Does not include Contractors - See Above)

- ◆ Current copy of local County Business Tax Receipt
- ◆ Copy of State license and/or Certificate of Competency
- ◆ Copy of General Liability (showing City of Palm Beach Gardens as the certificate holder)
- ◆ Workers Compensation or Exemption