



CITY OF FORT LAUDERDALE BUSINESS TAX

WELCOME PACKET

The City of Fort Lauderdale welcomes you to the business community. We wish you good fortune in your business venture and we will be ready to assist you in any way possible. The attached package contains information required for you to obtain a Local Business Tax Receipt (BTR) with the City of Fort Lauderdale.

New businesses must obtain their local business tax receipt with the City of Fort Lauderdale then Broward County prior to engaging in their business, profession, or occupation. The amount of tax will vary according to business type and size.

For your convenience, we have provided you with application instructions as well as a checklist.

Your application will be reviewed by the Business Tax Department to assure that the business is compliant with Federal, State, and local regulations. All new businesses require Zoning approval after an application is submitted. If any information is missing or incorrect you will be notified to correct the application.

Each year a renewal notice will be emailed to you. Please remember all Business Taxes must be renewed prior to October 1st of each year. If your business requires auto and/or liability insurance, a current copy must be submitted with your renewal.

If you have any questions, you can email us at BusinessTax@fortlauderdale.gov.



BUSINESS TAX APPLICATION INSTRUCTIONS & CHECKLIST

1. Verify through the Broward County Property Appraiser that your business is in the City of Fort Lauderdale, <https://bcpa.net/>.
2. Apply online for a City of Fort Lauderdale Business Tax Receipt at <https://aca-prod.accela.com/FTL/Default.aspx>.
3. Register for a Lauderbuild account.
 - a. Click on New Application - Business Tax
4. Terms of Use
 - a. Click on the box stating, "I have read and accepted the above terms".
 - b. Click on Continue Application
5. Click on ► [Business Tax](#) (Expand Business Tax) and choose one of the following, continue application when done:
 - a. Holiday Outdoor Sales Business Tax Application – Christmas, Halloween, 4th of July only
 - b. Liquor Measurement Request - Not required for 1APS, 2APS, 4COP-S, 4COP-SFS, and Bottle Club.
 - c. New Business Tax Application
 - d. Solicitor Permit Application
 - e. Street Vendor Business Tax Receipt – street and waterborne vendors
6. Enter Application Information and click on continue application.
7. Business
 - a. Select from Account (registered user)
 - b. Add New (applying for someone else)
 - c. Look Up (if contact information is in the system)
8. Required Application Information
 - a. Business Name

- b. Business Address
 - i. Solicitors are understood to be mobile (no address)
 - ii. Mobile vendors need to indicate “mobile” if they intend to move throughout the city.
 - c. Description of services offered (in detail)
 - d. Number of employees
9. License Information (County, State or Federal Licenses)
10. Attachments (if applicable)
11. Upload a copy of Fictitious Name Registration and/or Articles of Incorporation (if applicable)
12. Upload a copy of a valid professional license (County, State or Federal licensed professionals only) ...see below for some examples.
- a. Department of Business and Professional Regulation (DBPR)
 - b. Florida Department of Agriculture and Consumer Services (FDACS)
 - c. Florida Department of Highway Safety and Motor Vehicles (FDHSMV)
 - d. Florida Department of Health (FDOH)
 - e. Florida Bar
 - f. Financial Industry Regulatory Authority (FINRA)
13. Upload a copy of your State Driver’s License with current address per Florida Statute 322.19 (This is a requirement for Homes Offices)
14. Upload a copy of Certificate of Insurance Liability with the City of Fort Lauderdale (if applicable)
15. Upload a copy of a bill of sale (if change of ownership)

*Please note...if you wish to serve or sell alcoholic beverages at your place of business, you may be required to apply for a liquor measurement, the measurement can be applied for before or at the same time as the Business Tax application.

WHAT HAPPENS ONCE YOU APPLY?

1. A Business Tax Specialist will review the application and any uploaded documents.
 - a. If any documents are missing or further clarification is needed, you will be contacted by email.
2. If the application is complete, the Business Tax Specialist will request a Zoning review. If the business is in either AIP or GAA zones, then an airport review will also be required. A Building Department review would only be requested if the business is not the same as the previous business.
 - a. If a change of use is indicated by either Zoning or Building, the Business Tax application stops until the change of use is obtained.
 - b. We have Business Assistance Coordinators that can assist you through the change of use process.
3. Once the application has been approved by all required reviews, you will be emailed an invoice.
4. Once the invoice has been paid, you will be emailed your Business Tax Receipt.

CHANGES TO YOUR BUSINESS ONCE YOU HAVE A BUSINESS TAX

If you close your business, if a change of ownership has taken place, or if any changes have been made to an existing business please email us at BusinessTax@fortlauderdale.gov.