



INFORMATION GUIDE FOR NEW BUSINESS

New businesses must obtain their local business tax receipt prior to engaging in their business, profession, or occupation. The amount of tax will vary according to business type and size.

BEFORE A LOCAL BUSINESS TAX RECEIPT IS ISSUED FOR BUSINESSES UNDER SOME CLASSIFICATIONS, the applicant must have complied with certain requirements as shown below. Please note that **you must provide a copy** of the license, certificate, registration or exemption with your application.

The information needed to apply for the DeSoto County Business Tax includes, but is not limited to the following items:

- Business name; Owner(s) or President's Name
- Mailing Address
- Physical Location of Business
- Telephone Number(s)
- Federal ID Number (US Internal Revenue Service. Toll Free Number 1-800-829-3676. www.irs.gov or full social security number
- A copy of Driver's License
- A copy of State License for professionals, where applicable
- A copy of the Fictitious Name Registration, where applicable
- A copy of Insurance Liability, where applicable

Note: Corporations are registered with the Florida Secretary of State. For information call (850) 245-6052. Out of State corporations must register with the Secretary of State if they intend to use their corporate name. For information call (850) 245-6051.

If the business name is just your legal name (first and last) you are not required to have Fictitious Name through the state, if you add any other words to your name the business name would be considered a Fictitious Name, and must be registered with the Florida Secretary of State's Office, <https://efile.sunbiz.org/ficregintro.html> 850-245-6058.

To obtain a Florida Sales Tax Number, (resale number) contact the Florida Department of Revenue. (386) 758-0420 or <http://dor.myflorida.com/dor>

State licensing requirements can be obtained by calling the Consumer Services Department 1-800-435-7352 or <http://doacs.state.fl.us>

Businesses that sell or serve food products must be inspected by either, Florida Department of Agriculture & Consumer Services, 1-800-435-7352, <http://doacs.state.fl.us> or The Florida Division of Hotel & Restaurant Commission, 1-800-226-5561 or (904) 727-5540.



1. **HOTELS, MOTELS, ROOMING HOUSES, APARTMENTS, AND MOBILE HOME PARKS**, along with **ANY FOOD OR DRINK ESTABLISHMENTS** must have a license from the State Hotel Commission before a Local Business Tax Receipt can be issued. Please call the Department of Business and Professional Regulation, Division of Hotels and Restaurants <http://myfloridalicense.com/dbpr/hr/licensing.html> at 1-850-487-1395 for more information.
2. **HEALTH CLUBS, SPAS, WEIGHT CONTROL CENTERS, MASSAGE STUDIOS, PUBLIC BATHS, KARATE OR JUDO SCHOOLS, AND TENNIS, RACQUETBALL, OR SWIMMING CLUBS** must post financial security (\$50,000 bond) with the Florida Department of Agriculture and Consumer Services per Florida State Statute 501.012(1)(A) before a Local Business Tax Receipt can be issued. Please call 800-HELP FLA (800-435-7352).
3. **SELLERS OF TRAVEL, INCLUDING INDEPENDENT TRAVEL CONSULTANTS**, must have a Certificate of Registration from The Division of Consumer Services or Statement of Exemption before a Local Business Tax Receipt can be issued. Please call 800-435-7352 for information. <http://www.800helpfla.com/sot.html>
4. **BALLROOM DANCE HALLS** must have a Certificate of Registration from The Department of Agriculture & Consumer Services 1-800-435-7352 www.800helpfla.com before a Local Business Tax Receipt can be issued. Please call 800-435- 7352 for details.
5. **TELEMARKETERS** must have a Certificate of Registration from The Department of Agriculture & Consumer Services 1-800-435-7352 www.800helpfla.com an Affidavit of Exemption, or a Letter of Exemption before a Local Business Tax Receipt can be issued. Please call 800-435-7352 for information.
6. **EXTERMINATORS** must have a State license from The Department of Agriculture & Consumer Services 1-800-435- 7352 before a Local Business Tax Receipt can be issued. <http://www.freshfromflorida.com/onestop/aes/pestcont.html>
7. **MOTOR VEHICLE REPAIR SHOPS** must obtain a Certificate of Registration from Department of Agriculture & Consumer Services 1-800-435-7352 www.800helpfla.com or Exemption Certificate before a Local Business Tax Receipt can be issued.
8. **MOTOR VEHICLE DEALERS** must be State licensed from the Department of Highway Safety & Motor Vehicles before a Local Business Tax Receipt can be issued. Please call 850-922-9000. <http://www.flhsmv.gov>
9. **AUCTIONEERS** must have a State license from The Department of Business and Professional Regulation before a Local Business Tax Receipt can be issued. www.myfloridalicense.com/dbpr/pro/auct/index.html



10. **REAL ESTATE BROKERS and SALESMEN** must furnish Florida Real Estate Commission Certificate. Please call the Department of Business and Professional Regulation for more information. 850-487-1395 <http://www.myfloridalicense.com/dbpr/re/frec.html>
11. **MORTGAGE LENDERS, SECURITIES BROKERS, SECURITIES AGENTS, BANKS AND SAVINGS & LOAN ASSOCIATIONS** chartered in the State of Florida must obtain a State license from the Department of Financial Services before a Local Business Tax Receipt can be issued. Please call 850-413-3100.
12. **CHILD CARE FACILITIES, FAMILY DAY CARE FACILITIES, GROUP CARE HOMES,** are required to obtain a license from the Florida Department of Health before a Local Business Tax Receipt can be issued. Please call 850-245- 4321.
13. **ASSISTED LIVING FACILITIES, ADULT CARE CENTERS AND ADULT CONGREGATE LIVING FACILITIES** must have a State license from the Florida Agency for Health Care Administration's Adult Care Unit before a Local Business Tax Receipt can be issued. Please call 888-419-3456.
14. **NURSING HOMES, HOSPICES, AND CONVALESCENT HOMES** must have a State license from the Florida Agency for Health Care Administration's Long Term Care Unit before a Local Business Tax Receipt can be issued. Please call them at 888-419-3456 for details.
15. **HOSPITALS** must obtain a State license from the Florida AHCA Bureau of Health Facility Regulation's Hospital Unit. Please call 888-419-3456.
16. **PAWNBROKERS AND CONSIGNMENT SHOPS** must obtain a Secondhand Dealers License from the Department of Revenue. Details can be found online at <http://www.myflorida.com/dor/taxes/secondhandfaq.html> or by calling 850-488-4772.
17. **BARBERS, BEAUTICIANS, TANNING SALONS AND TANNING BOOTHS, DETECTIVE BUREAUS, PROFESSIONALS, AND UNDERTAKERS** must provide a State License issued by their respective State Boards. Details can be found online at www.myflorida.com or from your State Board directly.
18. **FRESHWATER OR SALTWATER FISH PRODUCT RETAILERS AND WHOLESALERS** must obtain a State permit from the Florida Fish and Wildlife Conservation Commission 850-488-4676 before a Local Business Tax Receipt can be issued.
19. **FISHING OR CHARTER BOATS** must provide Coast Guard Number. **FISHING GUIDES** must furnish U.S. Coast Guard License.
20. **INSURANCE AGENCIES** must register with the Florida Department of Financial Services before a Local Business Tax Receipt can be issued. Please call 850-413-3100.



21. **REGISTERED OR CERTIFIED CONTRACTORS**, are regulated by the Department of Business and Professional Regulation (DBPR) (850) 487-1395
<http://www.myfloridalicense.com/dbpr/>

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 e-mail us at j.hernandez@desotobccc.com

Application for Desoto County Local Business Tax
NEW BUSINESS, CHANGE of NAME or LOCATION

***24 Hours processing time (minimum)**

***Incomplete applications will not be accepted.**

Local Business Tax is regulated by Florida Statutes, Chapter 205

Application is hereby made for Local Business Tax for the privilege of engaging in the business, profession, or occupation here-in after described for the period designated. If your place of business is located within the City Limits of Arcadia, you must also contact that office for more information on their requirements.

PLEASE PRINT! * Indicates MANDATORY INFORMATION.

*Trade/Business Name: _____

* Address of Business: _____

*Business Owner's full name: _____

* Mailing address: _____

* Email address: _____

Sales Tax Number: _____

Parcel I.D/Tax I.D. number of location of business: _____

* Federal ID # (or business owner's Social Security #: _____

*Daytime Phone Number: (_____) _____ FL DL #: _____

*Nature of Business, Profession, or Occupation (detailed): _____

*Will you have a physical business location in Desoto County? _____

Some types of **occupations/businesses** require that **STATE LICENSE BE ADHERED TO BEFORE COUNTY LOCAL BUSINESS TAX CERTIFICATE WILL BE ISSUED**. Current, valid supporting documents will be required at time of application.

Please answer the following if it pertains to your business:

Hotel/Motel Owners: Number of Rental Units: _____

Restaurants/cafe's/eateries: Number of seats: _____

Date of Health Department Certification: _____

Coin-operated Machines: Type: _____ Number: _____

Amusements: Type: _____ Number: _____

Manufacturing, excavation pits: Number of employees: _____

READ THE FOLLOWING COMPLETELY PRIOR TO SIGNING:

The undersigned understands that the Business, Profession, or Occupation for which a Desoto County Local Business Tax Certificate/Receipt is due may require State or other regulatory agency Certification, Fire inspection of the location of the business, and/or state registration of a Fictitious Name. Applicant understands that such certification and/or registration are the obligation of the applicant. The undersigned further understands that the payment of Local Business Tax and/or payment of any required Fire inspection or the receipt of such payments by the County does NOT constitute Planning and Zoning authorization to operate a business, nor does it constitute verification of zoning appropriateness or Development or construction approval. It is the responsibility of the property owner and/or applicant to complete those separate Planning and Zoning or Land Development regulatory processes and obtain any necessary approvals prior to operating a business or occupation.

A fire inspection of the business location (except for legitimate "home office"/"home occupation" or "mobile businesses") may be required prior to operation of the

***BUSINESS OWNER'S SIGNATURE:** _____ * **PRINTED NAME** _____

OFFICE USE ONLY, DO NOT WRITE BELOW THIS LINE

DATE INSPECTED BY COUNTY FIRE DEPARTMENT: _____ **INSPECTED BY:** _____

AMOUNT COLLECTED: _____ **COLLECTED BY:** _____ **DATE:** _____



Economic Development Office

Applicant Information

Business _____
Business Name *Owner/Principal Contact*

Address: _____
Street Address

City Address: _____ *State* *ZIP Code*

Phone: () _____ Email Address: _____

Nature of Business: _____

Website Address: _____

Business Information

Number of Employees

- | | | |
|-------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> 1-5 | <input type="checkbox"/> 11-25 | <input type="checkbox"/> 50+ |
| <input type="checkbox"/> 6-10 | <input type="checkbox"/> 26-50 | <input type="checkbox"/> None |

How many employees are:

Full Time: _____ Part Time: _____

Describe the nature of your current or anticipated needs: (choose all that apply)

- Starting a completely new business in Desoto County
- Expanding an existing Florida business/facility
- Relocating an existing business/facility from outside the state to Desoto County
- I'm an existing Florida business seeking assistance from Desoto County Economic Development Office
- I am interested in Workforce Training, Job Recruitment Assistance, or Tax Credit & Incentive Information
- Other: _____

What industry is your business in?

- | | | |
|--|---|---|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Manufacturing (any) | <input type="checkbox"/> Transportation/Logistics |
| <input type="checkbox"/> Financial Services | <input type="checkbox"/> Medical Services | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Food Service/Restaurant | <input type="checkbox"/> Professional Services | _____ |

"The Good Life"

DeSoto County Development Department

Business's that require other information or other license from other Agencies!

Per Florida statutes

****If applying for a Local Business Tax and using a Business Name, you must register it with the State of Florida @ www.sunbiz.org. Or provide appropriate documentation of incorporation.

****If using your First and Last Name you do not have to register it with the state.

****Copy of your Driver's License

Florida Department of Agriculture and Consumer Services

www.freshfromflorida.com

** (205.196) **Pharmacies and Pharmacists** must submit a copy of permit by the Board of Pharmacy www.doh.state.fl.us

** (205.1965) **Assisted Living Facilities** must show certificate from The Agency for Health Care Administration www.fdhc.state.fl.us

** (205.1967) **Pest Control** must submit copy of license from the Department of Agriculture and Consumer Services for each of its Business Locations in that county.

** (205.1969) **Health Studios (Gym), Dance Studios** must submit copy of license from the Department of Agriculture and Consumer Services, unless such business exhibits a current license, registration, or letter of exemption from the Department of Agriculture and Consumer Services of Florida.

** (205.1971) **Sellers of travel** must submit a copy of license from the Department of Agriculture and Consumer Services, unless such business exhibits a current license, registration, or letter of exemption from the Department of Agriculture and Consumer Services of Florida.

** (205.1973) **Telemarketing Businesses** must submit a copy of license from the Department of Agriculture and Consumer Services or current affidavit of exemption.

** (205.1975) **Household Moving Services** must submit a copy of current registration from the Department of Agriculture and Consumer Services.

- **Bail Bonds** must submit a copy of license from the Florida Department of Financial Services www.myfloridacfo.com (When you log in to this site you must type in Bail Bonds in search BOX)

DeSoto County Development Department

*****Department of Business and Professional Regulations*****

www.myfloridalicense.com (DBPR)

****Contractors---** (General Building, Electrical, Mechanical, Plumbing, Roofing) If State Registered you need Certificate of Competency (from our county Building Department), Liability, and Workmen's Comp.

****Contractors---** (General Building, Electrical, Mechanical, Plumbing, Roofing) If State Certified you need copy of Liability and Workmen's Comp.

****Specialty Contractors:** Garage Door Installers, Window Installers, Framing, Drywall, Masonry, Demo, Glass and Glazing, Excavation, Aluminum, Irrigation, and Stucco you will need a Specialty Contractors License from the Building Department in our county. You will also need to submit a copy of your Liability, and Workmen's Comp.
www.desotobocc.com

Building Department (863)-993-4811, 201 E Oak St Suite 204 Arcadia, Florida 34266

****Retail Stores, Bar, Restaurant** who will be selling Alcoholic Beverages & Tobacco must submit copy of state license from DBPR.

****Restaurants** who will be selling food and/or alcoholic beverages must submit copy of state license from DBPR.

****Architecture & Interior Design** must submit copy of state license from DBPR.

****Auctioneers** must submit copy of state license from DBPR.

****Barbers** must submit copy of state license from DBPR.

****Boxing, Kick Boxing & Mixed Martial Arts** must submit copy of state license from DBPR.

****Certified Public Accounting** must submit copy of state license from DBPR.

****Engineers** must submit copy of state license from DBPR.

****Farm Labor** must submit copy of state license from DBPR.

****Hotels & Restaurants** must submit copy of state license from DBPR.

****Labor Organizations** must submit copy of state license from DBPR.

****Landscape Architecture** must submit copy of state license from DBPR.

****Real Estate Broker or Real Estate Agent** must submit copy of state license from DBPR.

****Real Estate Appraisers** must submit copy of state license from DBPR.

****Cosmetology** must submit copy of state license from DBPR.

****Elevator Safety** must submit copy of state license from DBPR.

DeSoto County Development Department

****Employee Leasing Companies** must submit copy of state license from DBPR.

**** Home Inspectors** must submit copy of state license from DBPR.

****Mold-Related Services** must submit copy of state license from DBPR.

****Talent Agencies** must submit copy of state license from DBPR.

****Veterinary Medicine** must submit copy of state license from DBPR.

****Community Association Managers and Firms** must submit copy of state license from DBPR.

In Florida, mobile home dealers are licensed and regulated by the Division of Motorist Services under [Section 320.77 Florida Statutes](#)

****Mobile Home Installer** must submit copy of license from Division of Motorist Services
<http://www.flhsmv.gov/dmv/dealer.html#mobiledeal>

*******PLEASE SUBMIT WITH LOCAL BUSINESS TAX APPLICATION*******

Which agencies regulate food businesses in Florida?

1. **The Florida Department of Agriculture and Consumer Service Division of Food Safety**, regulates food outlets, including grocery stores, convenience stores, bakeries, delicatessens, meat and seafood markets, seafood processors, food warehouses, food processing and manufacturing plants, mobile vendors that sell only pre-packaged foods and food service facilities which are part of a food establishment already regulated by the Department, etc.

(850) 245-5520

2. **The Department of Business and Professional Regulation** regulates food service establishments such as restaurants, other food service facilities, including temporary events, and mobile vendors that prepare and serve food.

(850) 487-1395

3. **The Department of Health** regulates bars, lounges, and establishments serving food in facilities such as child care, schools, institutions, etc.

**DeSoto County, Arcadia (863) 993-4601 ext: 120
State (850) 488-0595**

4. **Division of Fruit and Vegetables**

(850) 297-3900