



STEP 2: BUSINESS TAX RECEIPT APPLICATION

A BUSINESS TAX RECEIPT MUST BE OBTAINED WITHIN 30 DAYS OF OPENING A BUSINESS.

PLEASE READ CAREFULLY

- Complete the Town of Lake Park Business Tax Receipt (BTR) Application. This may be downloaded from the Town's website: www.lakeparkflorida.gov/cdd/other then click the title BUSINESS TAX RECEIPT APPLICATION. Any business that sells merchandise (even as a secondary use) must provide a value for the merchandise in the Inventory Affidavit. This must be notarized.
- Submit to the Community Development Department all of the following documents.
 - Completed Local Business Tax Receipt Application form
 - Sunbiz verification of a Florida Incorporation or Fictitious Name (DBA)
 - Copy of County issued Business Tax Receipt
 - State Professional or Business License, if applicable
 - Fire Inspection Report
 - State Food Inspection Report for food establishments.
- The Community Development Department will then review and notify you of the amount due for your annual BTR Fee, based on your business classification, and provide you with a payment code. This fee must be paid to complete the process. Payment may be via in-person (Town Hall Finance Department-535 Park Avenue, Lake Park, FL 33403), **or** online (<https://client.pointandpay.net/web/lakeparkbpandbtrfl>) **or** over the phone (1-855-745-8440 or for questions, 561-881-3350).
- In approximately 2-3 weeks (after final payment is received) you will receive your Business Tax Receipt in the mail at the mailing address provided on your application. It should be displayed in your business at all times.

Town of Lake Park Community Development Department

535 Park Avenue, Lake Park, FL 33403

Tel. 561-881-3318 Ext. 317 or 322

Email: permit@lakeparkflorida.gov

TOWN OF LAKE PARK
535 Park Avenue
Lake Park, Florida 33403
Phone (561) 881-3318
Fax (561) 881-3323



Business Tax Receipt

APPLICATION FOR LOCAL BUSINESS TAX RECEIPT

It shall be unlawful for any person to engage in any trade, business, profession or occupation within the Town without a Business Tax Receipt. A Business Tax Receipt must be obtained from the Town within 30 days of the opening of establishment of the business, profession or occupation in the Town.

Application Date _____ Business Address _____

Opening Date of Business (even if in the past) – REQUIRED : _____

() New Business () Ownership Transfer () Location Transfer () Additional Business
And/or Name Change

Name of Business _____

Name of Business Owner/Corporation President or Agent/Managing Partner _____

E-Mail Address _____ Website Address _____

Mailing Address _____

Business Telephone _____ Fax _____

Property Owner _____ Telephone _____

Address of Property Owner _____

Property Owner E-Mail Address _____

IF A CORPORATION:

Name of Registered Agent _____ Telephone _____

Address of Registered Agent _____

State of Incorporation _____

State or Professional License _____ Please attach copy

Federal Identification Number _____ (preferred) or S.S. No _____

() Corporation () Partnership () Fictitious Name () Other: _____

Sales Tax No. _____ Number of Employees _____

Is this business an Accessory Use to another business? () Yes () No ()

TYPE OF BUSINESS: _____

Explain Business Operation in Detail _____

PLEASE COMPLETE THE ATTACHED AFFIDAVITS

**FOR OFFICIAL USE ONLY
TO BE COMPLETED BY STAFF**

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

Documents needed to complete Local Business Tax Receipt:

- ____ Copy of Fictitious Name Registration or proof of exemption
- ____ Copy of Articles of Incorporation
- ____ Copy of State of Florida Professional or Business License (if applicable)
- ____ Copy of Palm Beach County Business Tax Receipt
- ____ Inventory Affidavit

Business Tax Receipt Classifications:

- | | | |
|----------|----------|----------|
| 1. _____ | 4. _____ | 7. _____ |
| 2. _____ | 5. _____ | 8. _____ |
| 3. _____ | 6. _____ | 9. _____ |

Business Tax Receipt Fee \$ _____ Full Year () ½ Year ()

Total Due \$ _____

AFFIDAVIT

I, _____, affirm that the above information is true and correct to the best of my knowledge. If my Business Tax Receipt is based on stock of merchandise, I authorize the Town of Lake Park Tax Collector or designated Officer to audit my business inventory to verify the value of the stock of merchandise. I further affirm that I will report any changes of organization or operation of this business by completing a new Business Tax Receipt Application. I understand that it is unlawful for any person to engage in any trade, business, profession or occupation within the Town without obtaining a Business Tax Receipt. I further acknowledge that a Business Tax Receipt must be obtained from the Town within 30 days of the opening of establishment of the business, profession or occupation within the Town.

Signature of Applicant

Date

Title of Applicant



LOCAL BUSINESS TAX RECEIPT INVENTORY AFFIDAVIT

Date _____

As () Owner or () Agent of _____, I certify that the value of the inventory of merchandise for this business at the end of the PRIOR calendar year and reported to the Internal Revenue Service was:

\$ _____.

-- OR --

If the business was started after December 31st of the previous year, the estimated inventory value 60 days after the business started, is expected to be:

\$ _____.

Business Owner Signature

Print Business Owner Name

THIS AFFIDAVIT MUST BE NOTARIZED.

The foregoing instrument was acknowledged before me on this _____ day of _____ 20 ____, by _____ who is
Name of person acknowledging
personally known to me or who has produced _____ as
Type of identification
identification.

_____, Notary Public
Signature of Notary Public

STATE OF _____

(Notary Seal)



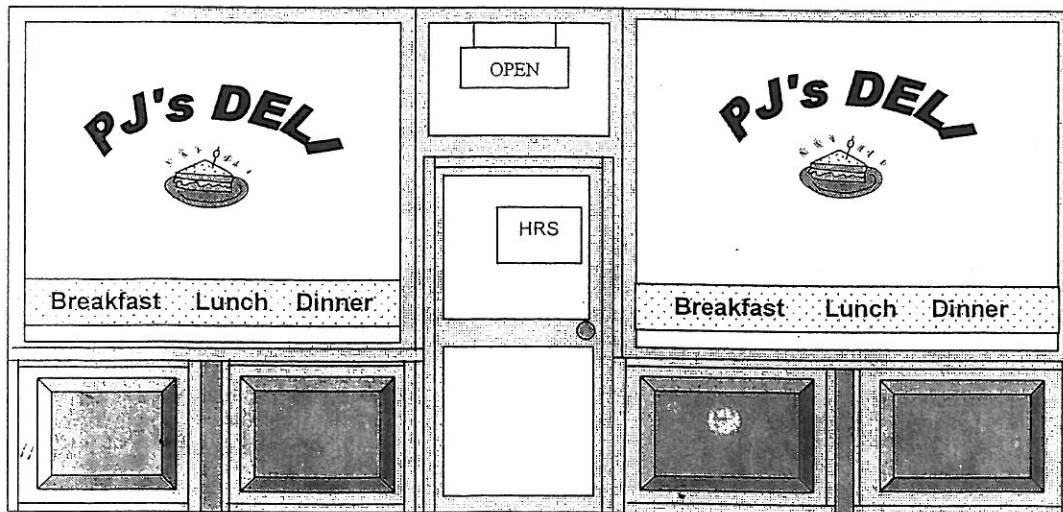
The Town of Lake Park
Community Development Department

WINDOW SIGNAGE

Pursuant to the NEW Town Code Section 70-103(5)(e):

- A PERMIT IS REQUIRED FOR ALL WINDOW SIGNAGE LOCATED ON OR WITHIN 15 FEET OF THE INTERIOR OF A BUILDING GLASS
- CONTENT: Business name, logo, address, telephone number, hours, open or closed, credit cards or a similar message that provides the customer with information about the business's operation and messages regarding goods and services for sale
- TYPE: Includes plastic signs, signs made of vinyl letters, painted or neon signs (interior illuminated or exposed unshielded light source). Stand alone lettering is discouraged. Paper, cardboard and hand-written signs are prohibited. Maximum of ONE Neon sign per business, with the exception of convenience stores that may have up to four "logo" neon signs that meet the allowable square footage (*with the exception of the Park Avenue Downtown District-PADD, where ONE Neon Sign per business still applies*).
- LOCATION: Can be painted, attached, or projected upon or within the exterior or interior of a building glass area, including doors. **An organized arrangement will be encouraged.**
- HEIGHT & SIZE: Maximum size is 25% of the glass area to which it is attached. Square footage will be added to other allowable business sign square footage. *The only exception is for properties located along Northlake Boulevard, whose size limit is the lesser of 20% of the glass area or 100 square feet.*
- TIME LIMIT: Permanent until modified, at which time a new permit is required.
- FEE: \$50 per application

ALL APPLICATIONS ARE SUBJECT TO THEIR OWN REVIEW AND APPROVAL.



Typical Store Front Window Sign Plan

For further info please
contact:

Town of Lake Park
Community
Development
Department
535 Park Avenue
Lake Park, FL 33403

561-881-3318