



Dear New Business Owner,

We are pleased that you have chosen the City of Flagler Beach as the location of your new business. A **Local Business Tax Receipt (LBTR)** is required for any business that has a physical address within the city limits. Therefore, we have compiled this application packet to achieve a smooth and timely start up for you.

Our LBTR's are divided into two categories: **commercially zoned businesses** and **home based**, located in residential zones.

Any new business operating in a different capacity from the previous business is considered a **change of use**. This change may require improvements to comply with State and City code requirements as well as zoning compliance. **If changes are required, a Licensed Contractor must be hired to make these changes. In addition, all businesses will be required to have an inspection performed by the Fire Inspector.**

All signage must be applied for and approved separately. A sign review application form is included for your convenience.

If at any point in time you have questions or need additional assistance please feel free to contact us. Upon request we will schedule an **Ambassadors' Meeting** where you can speak with a small group of City officials and professionals to gain feedback for your business regarding building, fire-safety, zoning, and other requirements

Once again, Welcome to Flagler Beach and we hope to have you included in our business community soon!

Flagler Beach Building & Zoning Department

116 Third Street South

8:00 AM to 5:00 PM - Monday through Friday

386-517-2000 ext. 231

www.cityofflaglerbeach.com



Fees and Guidelines

LBTR Approval:

LBTR Application Review fee	\$60.00
Fire Inspection Fee	\$50.00
Fire Re-Inspection Fee (if required)	\$50.00 each

After LBTR Approval:

Annual Fee	\$55.12
Half Year Rate (after March 31st)	\$27.56
Transfer	\$ 5.51

**Additional fees will apply for building and or sign construction permits.
All construction must be done by a Licensed Contractor.**

Sandwich signs are permitted in the Community Redevelopment Area's (CRA) Downtown Mixed-Use Overlay District and the A1A Retail Corridor Overlay District. Please ask for additional information.

- **Local Business Tax Receipts (LBTR)** are valid from October 1st of each year and expire on September 30th of the succeeding year. Renewals are due and payable on or before expiration, September 30th. **Penalties apply to delinquent payments.**
- LBTR's must be **conspicuously displayed** in a public portion of the business at all times.
- If a business is sold, a **transfer** may be obtained within ten (10) days of the sale.
- If the owner of an LBTR changes location within the same zoning classification they are eligible for a **transfer**, otherwise a new LBTR is required.
- The City must be notified of any mailing address changes or if the business closes.
- **Signage must be approved by the City prior to installation.**
- **Any change to a business name requires a new LBTR.**



LBTR Checklist

Please submit Items 1-7 with the completed application for approval.

- | | City
Staff Initials |
|--|------------------------|
| 1. <input type="checkbox"/> Completed LBTR (Local Business Tax Receipt) Application | _____ |
| 2. <input type="checkbox"/> Complete Fire Inspection. Call 517-2000 Ext. 231. | _____ |
| 3. <input type="checkbox"/> Copy of current Fictitious Name registration issued by the FL Division of Corporations or if the business is a corporation, a copy of the certification issued by the Division of Corporations of the Department of State and/or a copy of the corporate seal. | _____ |
| 4. <input type="checkbox"/> Copy of Recorded Warranty Deed or Lease. | _____ |
| 5. <input type="checkbox"/> Sales Tax Certificate if applicable. | _____ |
| 6. <input type="checkbox"/> Application Review Fee of \$60.00. | _____ |
| 7. <input type="checkbox"/> Fire Inspection Fee of \$50.00. | _____ |
| * * <u>BELOW</u> is a list of documents that may be applicable to your unique situation. PLEASE ask us to assist you if you are not sure. | |
| 1. <input type="checkbox"/> A Copy of your State License(s) issued by the FL Department of Business and Professional Regulations | _____ |
| 2. <input type="checkbox"/> Copy of Food Service Inspection | _____ |
| 3. <input type="checkbox"/> Copy of Alcoholic Beverage License | _____ |
| 4. <input type="checkbox"/> Copy of seating and parking plan for all food service establishments | _____ |

ALL OF THE APPLICABLE DOCUMENTS LISTED ABOVE MUST BE SUBMITTED WITH THE COMPLETED APPLICATION FOR APPROVAL. The application review fee (\$60.00) and the fire inspection fee (\$50.00) are payable when you submit your application.

\$55.12 Annual Fee is due after approval



LOCAL BUSINESS TAX RECEIPT (LBTR) Application

Business Name: _____

Type of Business: _____

(Please give details of business activity)

Legal Classification: Sole Proprietor Corporation Partnership
 Professional Association Other Legal Entity

Physical Address of Business: _____

Mailing Address of Business: _____

Business Phone: _____ Contact Phone: _____

(Home or Cell Phone)

Email: _____

(Optional)

Applicant's Name: _____ Relationship to Business: _____

Applicant's Mailing Address: _____

State License #: _____ SS# or FEIN# _____

(If Required)

[Required by F.S. 205.054(5)]

Legal Description of Business Location

Parcel ID: _____

Subdivision: _____ Block: _____ Lot: _____

Business Location Zoning District: _____ Previous business or use at this location: _____

(If there is a Change of Use make an appointment with Planning & Zoning Department)

List any other businesses or activities conducted at the same location:

Describe any modifications planned for the existing building, structure, or premises.

(May require other city approval(s) and or building permits)

Internal Renovations Addition

I certify to the best of my knowledge, all answers given above are true and correct.

Applicant's Signature: _____ Date: _____

Please complete all applicable items that pertain to your particular business application request. Knowingly filing false information, and/or failure to complete the application, could result in the application being denied or your license being revoked.



LBTR Application (PAGE 2)

Business Name: _____

Business Address: _____

REMAINDER to be completed by City Staff

FIRE DEPARTMENT

Comments _____

Approved: Yes No

Signature: _____ Date: _____

Food Service

Transfer : Yes No

Approved: Yes No Date Valid: _____

DBPR License # _____

No. of fixed seats: _____

No. of Parking spaces: _____

Alcoholic Beverage

Transfer : Yes No

Approved: Yes No Date Valid: _____

DBPR License # _____

Licensee Name: _____ Licensee Name: _____

*(Contact the Department of Business and Professional Regulations, Division of Hotels and Restaurants (DBPR)
(850- 487 - 1395)*

ZONING REVIEW

SIGN REVIEW COMPLETED: Yes No

City Sign Permit needed: Yes No

Building Permit needed: Yes No

Comments: _____

Approved: Yes No

Signature: _____ Date: _____



Contact List

City of Flagler Beach Building & Zoning Department

PO Box 70 / 116 South 3rd Street, Flagler Beach, FL 32136

Phone - (386) 517-2000 (ext 231) Fax - (386) 517-2016

www.cityofflaglerbeach.com

City Planner – Larry Torino (386) 517-2000 (ext. 230) or LTorino@cityofflaglerbeach.com

Customer Service Representative - (386) 517-2000 (ext 231) or

CLambert@cityofflaglerbeach.com

Fire Inspections - (386) 517-2000 Ext. 231

STATE CONTACTS:

Agency	Contact	Website	
State of Florida		MYFLORIDA.COM	Starting a business
Division of Hotels & Restaurants	850-487-1395	MYFLORIDA.COM/DBPR	Food Service
Division of Alcohol & Tobacco	850-487-1395	MYFLORIDA.COM/DBPR	Alcohol Sales
Department of Revenue	386-274-6600	MYFLORIDA.COM/DOR	Sales Tax Registration
Florida Division of Corporations	850-245-6058	SUNBIZ.ORG	Fictitious Name /Corp.
Department of Agriculture	850-488-3022	DOACS.STATE.FL.US/	Pre-packaged foods

PUBLIC RECORD INFORMATION

Please Note: A Business Tax Receipt may not be issued unless the federal employer identification number OR social security number is obtained from the person to be taxed pursuant to F.S. 205.054(5). The City of Flagler Beach recognizes that an individual's Social Security Number is a unique form of identification that can be utilized to obtain sensitive information regarding that particular individual. We redact the social security number from the application at the time of submittal to prevent it from being disclosed. However, we must collect this information to properly perform our duties and functions as a municipal corporation and to ensure such duties and functions are performed accurately and efficiently. Due to the sensitive nature of an individual's Social Security Number and in accordance with Sec. 119.071 (5) F.S. we are providing you with this statement.

We also request your email information however, this is optional. Florida has a very broad Public Records Law. Most written communications to or from the City of Flagler Beach officials and employees regarding public business are public records available to the public and media upon request. If you do not want your e-mail address released in response to a public-records request, do not include it on the application.



Fire Pre-Inspection List

Housekeeping

- Combustible material shall not be stored in mechanical rooms or electrical equipment rooms.
- Combustible materials shall not be stored in exits or exit enclosures.
- Outside dumpster shall be kept 5 feet from combustible walls, windows, doors, overhangs and lid shall be closed.
- Combustible storage shall be at least 2 feet below the ceiling or 18 inches below sprinkler heads.
- Compressed gas containers, cylinders, and tanks shall be secured to prevent falling.

Commercial Cooking Processes

- A Class K fire extinguisher shall be mounted within 30 feet of commercial food equipment using vegetable or animal oils.
- Commercial cooking systems shall be serviced semi-annually.
- Hoods, grease removal devices, fans, ducts, and other appurtenances shall be cleaned to bare metal. Cleaning shall be recorded, and records shall state the extent, time, and date of cleaning. Records shall be maintained on premises.

Building Maintenance

- The building address shall be clearly visible from the street, minimum 3 inches in height with a contrasting background.
- Provide Knox box if required.
- Provide keys for Knox box if required.
- Fire-resistant-rated construction shall be maintained.
- Provide legible & permanent sign with occupant load posted in conspicuous location.
- Emergency lighting must be tested every six months and records must be maintained on site.

Electrical

- All electrical switches and junction boxes must be properly covered with cover plates and the electrical system safe from any apparent shock and/or other electrical hazards.
- A 30 " area in front of the electrical panel must remain clear
- When multiple items need to be plugged in, a power tap utilized with a built-in circuit breaker must be used and the power tap plugged directly into a permanent installed receptacle.
- Extension cords and flexible cords shall not be a substitute for permanent wiring.

Exits

- Exit ways and doors shall not be visually or physically obstructed.
- Exit ways and doors shall be unlocked when the building is occupied.
- Exit signs shall be illuminated.
- Emergency lighting systems shall be functional.
- Fire exits shall not be obstructed or otherwise impaired from their proper operation at any time.
- Main door shall have a sign above door stating "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED."

Fire Protection

- All fire lanes, hydrants, fire department connections (F.D.C.) or control valves shall be clear and unobstructed.
- Sprinkler or fire alarm systems shall be serviced annually.
- Fire protection systems shall be maintained in an operative condition at all times and repaired where defective.

Portable Fire Extinguishers

- A minimum of one 2A-10:BC portable fire extinguisher shall be provided within 75 feet of travel distance from anywhere in the business on each floor.
- Fire extinguishers shall not be obstructed and shall be in a conspicuous location.
- When visually obstructed, an approved means shall be provided to indicate location.
- Fire extinguishers shall be mounted on wall with hanger according to NFPA standards.
- All fire extinguisher tags should be attached to the equipment and legible.



Sign Approval Application NEW BUSINESSES ONLY

1. Property Address: _____
2. Business Name: _____
3. Property Owner Name: _____
4. Contract/Estimated Cost: _____

5. Sign Type: Pole Sign Wall Sign Roof Sign Window Sign
 Wall Graphic Face Change Banner Sandwich Other

6. Signage is: New Existing
* (Skip to 11)

7. Will sign be illuminated? Yes No

8. Number of sides: _____
9. Square footage per side: _____
(Including Frame)

10. Required attachments:
 Site Plan showing location of proposed signs(s) on property and or building.
 Sign Plan showing dimensions/area of sign and height.
 If a sign is not located on the building, a survey must be provided showing the set backs of the sign location.

11. Briefly describe scope of work (Including letter height, material, etc.):

12. Attach rendering of sign including: Dimensions, Color Scheme.

Application is hereby made to determine which type of sign permit, if any, will be required for the above described signage, according to City Ordinance 2010-15.

PRINT BUSINESS OWNER/CONTRACTOR'S NAME _____

BUSINESS OWNER / CONTRACTOR'S SIGNATURE: _____

DATE _____

Address: _____ State: _____ Zip: _____

Phone: _____ Email: _____