



Dear New Farmers' Market Vendor,

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

If at any point in time you have questions or need additional assistance please feel free to contact us and we will do our best to help.

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

Flagler Beach Building & Zoning Department

116 South Third Street

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

386-517-2000 ext. 231

www.cityofflaglerbeach.com



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

LBTR Clerk - (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
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



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"/> * Copy of current Fictitious Name registration or Certification if the business is a corporation which is issued by the FL Division of Corporations.
* The above is not required for a sole proprietorship. However the owner's full name must be included in the business name. | _____ |
| 3. | <input type="checkbox"/> Authorization letter from the Flagler Beach Farmer's Market. | _____ |
| 4. | <input type="checkbox"/> Application Review Fee of \$60.00. | _____ |
| 5. | <input type="checkbox"/> Sales Tax Certificate - <i>If applicable.</i> | _____ |
| 6. | <input type="checkbox"/> Certificate of Liability Insurance - <i>If applicable.</i> | _____ |
| 7. | <input type="checkbox"/> A Copy of your State License(s) - <i>If applicable</i> for your business. | _____ |

ALL OF THE APPROPRIATE DOCUMENTS LISTED ABOVE MUST BE SUBMITTED WITH THE COMPLETED APPLICATION FOR APPROVAL.

The \$50.00 Annual Fee is due after approval.



LBTR Application (PAGE 2)

Business Name: _____

Business Address: 111 S. CENTRAL AVENUE, FLAGLER BEACH, FL 32136

REMAINDER to be completed by City Staff

Food Service

Approved: Yes No Date Valid: _____ Dept. of Agriculture License # _____

DBPR License # _____ DATE VALID: _____

Licensee Name: _____ Licensee Name: _____

*(Contact the Department of Business and Professional Regulations, Division of Hotels and Restaurants (DBPR)
(850- 487 - 1395. Dept. of Agriculture # 850-488-3022)*

ZONING REVIEW - To be completed by the City Manager or designee.

Comments: _____

Approved: Yes No

Signature: _____ Date: _____



Fees and Guidelines

LBTR Approval:

LBTR Application Review fee	\$60.00
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After LBTR Approval:

Annual Fee	\$50.00
Half Year Rate (after March 31st)	\$25.00
Transfer	\$8.00

- **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.
- The City must be notified of any mailing address change or if the business closes.
- Any change to a business name requires a new LBTR.

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.