



MEMORANDUM

TOWN OF PONCE INLET - PLANNING AND DEVELOPMENT DEPARTMENT

THE TOWN OF PONCE INLET STAFF SHALL BE PROFESSIONAL, CARING, AND FAIR IN DELIVERING COMMUNITY EXCELLENCE WHILE ENSURING PONCE INLET CITIZENS OBTAIN THE GREATEST VALUE FOR THEIR TAX DOLLAR.

BUSINESS TAX RECEIPT INFORMATION SHEET

Attached is an application for a Business Tax Receipt. Please fill out this form completely and return to the Building & Code Enforcement Department. An incomplete application may delay your processing time.

All licenses will be issued contingent upon zoning approval.

Per Chapter 22, Article II, of the Code of Ordinances, the following items must be submitted **prior** to issuance and/or renewal of the license:

1. Businesses requiring a State License, please attach a copy of the current license. State licenses are location specific and need to be registered to the current place of business.
2. Copy of the business owner's driver's license or other photo identification.
3. Attach a sketch/concept plan of proposed business. The plan needs to include the interior space layout including bathrooms, storage, office, etc and layout of site. A Change of Use application may also be required.
4. Certificate of Liability & Workmen's Comp. Insurance or exemption (Contractors & Handyman only)
5. Copy of your Fictitious Name, LLC or Articles of Incorporation accepted by the Division of Corporation is required.

Note: A Fictitious Name is any business name that is **not** your **formal first and last name**.

Home Occupations: If location is rental, written permission from home owner must be provided with application.

All Businesses that are located in Ponce Inlet will be required to have an annual inspection from the **Fire Department** and the **Building Department**.

Volusia County:

After receiving your Town of Ponce Inlet Business Tax Receipt you will need to obtain a Business Tax Receipt from Volusia County. The County Administrative building is located at 123 West Indiana Avenue, Deland, Florida or you may contact them at:

www.volusia.org/revenue/BTRInfo.htm, or (386) 736-5937 Deland;

(386) 254-4635 Daytona Beach and (386) 423-3325 New Smyrna Beach.

Initial Business Contacts

Fictitious Name: Contact Fictitious Name Registration
Florida Division of Corporations
www.sunbiz.org
(850) 245-6058 or

Sales Tax Numbers for Businesses: Florida Sales Tax
State of Florida
Department of Revenue
(800) 352-3671
www.myflorida.com/dor
Local office: 1821 Business Park Blvd., Daytona Beach
(386) 274-6600

Internal Revenue Service: Employer Identification Number (EIN)
www.irs.gov
(800) 829-4933 – Business & Specialty Tax Line

State Licensing Agencies

Florida Department of Business and Professional Regulation (DBPR), State Licensing:
www.myfloridalicense.com (850) 487-1395

Florida Department of Agriculture and Consumer Services, State Licensing:
www.doacs.state.fl.us (800) 435-7352 Florida Only

Volusia County Health Department –Tanning, Tattoo, Mobile Home Parks, Food Hygiene, etc:
www.doh.state.fl.us/chd/volusia (386) 274-0692

Division of Plant Industry, Nursery/Nursery Stock Dealers Registration:
www.doacs.state.fl.us/pi (352) 372-3505

Florida Department of Financial Services, State Licensing and Workers' Compensation:
www.fldfs.com (800) 848-3792

ABT Licensing District Office, Alcohol and Tobacco Licensing:
<http://www.myfloridalicense.com/dbpr/abt/index.html> (407) 245-0785
400 W Robinson Street, Room 709, N Tower, Hurston Bldg, Orlando, FL

Business Assistance Groups

Port Orange/South Daytona Chamber of Commerce:

www.pschamber.com (386) 761-1601

Small Business Development Center (SBDC):

www.sbdcdaytona.com (386) 506-4723

SCORE, Local Office:

www.score87.org (386) 255-6889 – 921 N Nova Road, Holly Hill, FL

Center for Business Excellence:

www.centerforbusinessexcellence.net (386) 323-7074 – 329 Bill France Blvd, Daytona Beach, FL

Disney Entrepreneur Center:

www.disneyec.com (407) 420-4848

Florida Small Business:

www.floridasmallbusiness.com