



City of Winter Haven

Economic Opportunity & Community Investment

Building and Permitting Division

Contact Information:

- 1. Department of Professional Regulation (DBPR)** (WE MUST HAVE A COPY)
850-245-6058 / www.myfloridalicense.com
Who needs a license from DBPR?: www.2.myfloridalicense.com/services-requiring-a-dbpr-license
- 2. Fictitious Name Filing** (WE MUST HAVE A COPY)
Note: Articles of Incorporation will also be accepted
850-245-6058 or 850-245-6051 / www.sunbiz.org
- 3. Florida Department of Agriculture and Consumer Service** (WE MUST HAVE A COPY)
850-242-5320 / www.fdacs.gov
Who need a license from fdacs: www.fdacs.gov/business-services
- 4. Polk County Tax Collector** (WE MUST HAVE A COPY)
863-534-4700 / www.polktaxes.com/services/local-business-taxes
430 E. Main St. Bartow or 200 Government Center Blvd., Lake Alfred

Once the above documents are acquired, please contact the Planning Dept. for a zoning code and signature. Also contact Fire Dept. for an inspection and signature. (SEE PAGE 3 FOR THE APPLICATION FOR THESE SIGNATURES AND CONTACT INFORMATION)

If you have questions, please feel free to call us at 863-291-5695 or email pjohnson@mywinterhaven.com

All of the above items must be completed before coming to the City of Winter Haven of a Business Tax Receipt.

If they do not pertain to your business put N/A

NOTE: YOU MUST CONTACT FIRE AT 863-291-5677 FOR AN INSPECTION AND SIGNATURE. UP MUST ALSO SEND THE COMPLETED APPLICATION TO (planning@mywinterhaven.com) FOR PLANNING SIGNATURES/APPROVALS PRIOR TO RETURNING THE APPLICATION TO THE BUILDING DEPARTMENT.

BTR: _____
FEE: _____



BUSINESS TAX RECEIPTS
490 Third Street, NW, Winter Haven, FL 33881

Phone: 863-291-5695
Fax: 863-298-7856
pjohnson@mywinterhaven.com

BUSINESS TAX RECEIPT APPLICATION

New Business Transfer Ownership Change Location Renewal / Information Update

A. General Information

Is the business currently operating at this location? Yes No Start/Opening Date: _____

* Business Name/DBA: _____

* Business Location: _____ Square Footage: _____

* Parcel ID #: _____ Name of shopping center (if applicable): _____

Business Phone #: _____ Cell Phone #: _____

B. Business Owner & Contact Information

* Business Owner: _____

* Mailing Address: _____

Contact Person (if different than owner): _____

Contact Phone #: _____ Email: _____

C. Business Information

* Business Entity: Sole Proprietor Corporation Partnership Other _____

* NAIC Code: _____

* Federal Tax ID / Social Security #: _____
A Federal Employee ID No. (FEIN) or Social Security No. (SSN) is required by FS 205.053(5)

* Fictitious Name #: (copy required) _____ *County BTR #: (copy required) _____

State License #: (copy required) _____ Expiration Date: _____

Is this a Home Occupation? yes no

D. Property Owner Information

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone: _____ Property Owner Email: _____

NAME OF BUSINESS: _____ (REQUIRED)

E. Business Activity

* Business Type: Retail Service Professional Restaurant Other _____

* Describe the nature of business: _____

* If *Retail Business*, provide average annual inventory: _____

No. of employees: _____

No. of real estate agents: _____

No. of rooms (*hotels / apartments*): _____

No. of salon/barber chairs: _____

No. of amusement/vending machines: _____

No. gas/fuel pumps: _____

F. Food/Alcohol Establishments (*i.e. restaurants, cafés, bars*)

State Restaurant No.: _____

State Alcohol Beverage License No.: _____ Expiration Date: _____

Total No. of Interior Seats: _____

Total No. of Outdoor Seats: _____

G. Transfer Ownership / Change Location Address

Provide *new owner* information in Section B.

Current City BTR #: _____

Previous Business Name: _____

Previous Location: _____

Previous Owner: _____

H. Acknowledgement

I hereby certify that the information contained herein is true and correct. I acknowledge and understand that a local Business Tax Receipt issued pursuant to this application is for the privilege of doing business in the City of Winter Haven and does not waive Florida's licensing, registration, and/or certification requirements, nor does it waive any other such requirements of any city, county, state or federal authority that must be met prior to engaging in or entering into the activity, business, profession or occupation for which this application is being made. I acknowledge that this business is governed by the City of Winter Haven Code and I am responsible for becoming familiar with the code and abiding by its requirements. I further understand that if building, electrical, mechanical or plumbing alterations are planned or required, I or my contractor will obtain the proper permits as required by Florida law. I also affirm that I, the business owner/principle of record indicated hereon, is in compliance or will comply with all federal, state and legal requirements.

The issuance of this Business Tax Receipt is contingent upon complying with the building and fire prevention requirements of the City. Inspections will be performed and should deficiencies be found that are in conflict with the City code, the City will not issue the Business Tax Receipt, nor will business operations be permitted, until required corrections are completed.

Applicant's Signature

Date

NAME OF BUSINESS: _____ (REQUIRED)

I. Planning/Zoning Review (REQUIRED)

Location: 451 Third Street, NW Winter Haven, FL 33881

Hours of Operation: Monday through Friday 8:00 a.m. to 5:00 p.m.

Zoning District: _____ Permitted Not Permitted Special Use Conditional Use

FLU: _____ CRA: ___Downtown ___Florence Villa

Site Plan Requirement: ___required ___not required

Reviewed Printed Name: _____

Reviewed By: _____ Date: _____

Please email the completed application to planning@mywinterhaven.com for zoning district & review signature.

J. Fire Review –Call 863-291-5677 to set up inspection and approval (REQUIRED)

Fire Printed Name: _____

Fire Signature: _____ Date: _____

Fire Comments: _____

(IF THIS IS A HOME BASE BUSINESS PLEASE DO NOT CONTACT FIRE)

K. Building Approval

Building Printed Name: _____

Building Signature: _____ Date: _____

Building Comments: _____
