



City of Greenacres

CHECKLIST FOR HOME BUSINESS TAX RECEIPT

5800 Melaleuca Lane Greenacres, FL 33463

Phone: 561-642-2053 Email: businessinfo@greenacresfl.gov

This checklist will help expedite your Business Tax Receipt. Please be sure to include the items as indicated below along with a copy of this checklist. Missing documents may delay your processing time.

Application submittal must include:

- City of Greenacres Business Tax Application.
- Property Owner Consent Affidavit and Property Appraiser's Property Detail Sheet from the Property Appraiser's website (www.pbcgov.org/papa/).
- Palm Beach County Business Tax Application. The county requires their application to be signed by the City of Greenacres prior to submitting it to the county. For further county requirements and fees contact the Tax Collector at 561-355-2272.
- Business tax fee as determined by the type of business and outlined on the Fee Worksheet.
- Proof of registered business name, if other than your own full legal name Fictitious Name, or Trademark from the State of Florida Division of Corporations. For information or to file an application visit www.Sunbiz.org.
- Copy of State License, if business is regulated by a state agency, for example: Dept of Business & Professional Regulation, Dept of Health, Dept of Agriculture & Consumer Services.
- Federal Employer Identification number or Confidential Release of Social Security Number and Statement of Purpose affidavit.
- Home Occupation Regulations.
- For all home day care or home health care businesses, a life safety inspection is to be completed and paid prior to issuance of the Business Tax Receipt.

Additional Contacts:

Dept of Business and Professional Regulation (850-487-1395).

Palm Beach County Dept of Health for Child Care Facilities (561-840-4500).

State of Florida Dept of Health (850-488-0595).

Palm Beach County Construction Industry Licensing Board (561-233-5525).

State of Florida, Dept of Agriculture and Consumer Services (800-435-7352) for food outlets, auto repair, health and dance studios, telemarketers and travel agencies.

Division of Hotel & Restaurants (850-487-1395) for restaurants and mobile food unit operators.

State of Florida Office of Financial Regulation (850-410-9805) for banks, mortgage brokers, finance companies, and stockbrokers.