



CITY OF BELLEVUE

"City with Small Town Charm"

DEVELOPMENT SERVICES DEPARTMENT

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New Business Information Guide

1. Businesses that are located in the City of Belleview are required to have a business tax receipt with the City. **All Local Business Tax Receipts expire on September 30th of each year regardless of issue date.**
2. You must check with the Development Services Department to verify that your location is an approved zoning & use for your type of business. **The City has a free pre-application process for new and redeveloping properties; contact Planning & Zoning for more information.**
3. The City of Belleview Building Department requires a Change of Tenancy permit for all new businesses inside the city limits. This permit includes a building inspection and a life safety (fire) inspection, both of which must pass prior to the issuance of your local business tax receipt. Construction renovations and sign installations require permitting and compliance with City Codes, Florida Building Codes and Florida Statutes that regulate construction. **Inspections can be requested from Development Services at 352-233-2105. Inspections requested prior to 3:00 p.m. will be scheduled for the next business day (Monday through Thursday).**
4. Documentation of business name registration is required to obtain your local business tax receipt. Contact the Division of Corporations via the internet at www.sunbiz.org to file fictitious name registration or corporation paperwork.
5. The following business classifications are examples of businesses that **are required** to have state license qualifications met prior to application for a local business tax receipt.

- ☐ Lodging and Food Service Establishments
- ☐ Adult Congregate Living Facilities
- ☐ Alcohol Beverages & Tobacco Sales
- ☐ Nursing Homes, Adult Day Care Centers
- ☐ Motor Vehicle Service and Repair
- ☐ Packaged Food Sales
(Grocery/Convenience Stores)
- ☐ Hospices, Convalescent Homes, Family Day Care

- ☐ Motor Vehicle/Recreational Vehicle Sales
- ☐ Pest Control and or Exterminators
- ☐ Food Trucks
- ☐ Health or Dance Studios
- ☐ Sellers of Travel
- ☐ Motor Vehicle Service and Repair
- ☐ Firework Sales

6. Questions regarding business license requirements for the State of Florida, Department of Business and Professional Regulations can be answered by visiting www.myfloridalicense.com/dbpr.

7. Division of Agriculture and Consumer Services questions can be answered by visiting www.freshfromflorida.com.

8. Sales tax numbers are issued by the Department of Revenue. Visit <http://floridarevenue.com> for more information.

9. Federal Employer ID numbers are issued by the Internal Revenue Service. Visit www.irs.gov for more information.

10. If you close, relocate, change your business name, ownership or mailing address, please contact the Development Services office.

11. Failure to renew your Business Tax Receipt prior to the expiration date will result in late fees, fines and possible Code Enforcement action.