



CITY OF BELLEVIEW

"City with Small Town Charm"

DEVELOPMENT SERVICES DEPARTMENT

5343 S.E. Abshier Blvd., Belleview, Florida 34420

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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 City 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 Development Services for more information.**

3. The City of Belleview Building Department requires a building inspection prior to issuance of your business tax receipt. Construction renovations and sign installations require compliance with City Codes, Florida Building Codes and Florida Statutes that regulate construction. **Inspections can be requested from Development Services, inspections requested prior to 4:00 p.m. will be done on the next business day.**

4. Documentation of business name registration is required to obtain your business tax receipt. Contact the Division of Corporations via the internet at www.sunbiz.org to file fictitious name registration or corporation paperwork.

5. 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.

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

7. The following business classifications **are required** to have state license qualifications met prior to application for a city business tax receipt.

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| <input type="checkbox"/> Lodging and Food Service Establishments | <input type="checkbox"/> Care Homes or Facilities |
| <input type="checkbox"/> Adult Congregate Living Facilities | <input type="checkbox"/> Pest Control and or Exterminators |
| <input type="checkbox"/> Alcohol Beverages | <input type="checkbox"/> Telemarketers |
| <input type="checkbox"/> Nursing Homes, Adult Day Care Centers | <input type="checkbox"/> Health or Dance Studios |
| <input type="checkbox"/> Freshwater or Saltwater Fish Products | <input type="checkbox"/> Sellers of Travel |
| <input type="checkbox"/> Hospices, Convalescent Homes, Family Day Care | <input type="checkbox"/> Motor Vehicle Service and Repair |
| <input type="checkbox"/> Auctioneers | <input type="checkbox"/> Firework Sales |

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.

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

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