

Change of Tenancy Requirement

If you are opening a new business that will be physically located inside Bellevue City Limits, a Change of Tenancy Permit is required prior to the issuance of a Business Tax Receipt and operation of the business.

Change of Tenancy applications are reviewed by the Building Official, Planning & Zoning, Public Works, and Marion County Fire Prevention. The cost is \$204.00. Applications are available in our office or online at www.bellevuefl.org.

If you are planning to construct a new building or if your business will be a different type of business than what was previously in your proposed location, a meeting with the Site Plan Committee may be required. This is a free service provided by the City of Bellevue to discuss requirements such as parking, utilities, building and fire safety concerns. Please call our office at 352-245-7021 Ext. 2106 or 2107 to schedule a meeting.

Important websites:

Sunbiz.org

Irs.gov

800helpfla.com

Myfloridalicense.com

Sba.gov

Bellevuefl.org

Local Business Tax Receipt

Basic information on local, state and federal requirements needed to obtain a Local Business Tax Receipt in the City of Bellevue



City of Bellevue Development Services

Phone: 352-245-7021 Ext. 2125

What is a Local Business Tax?

Chapter 205 of the Florida Statutes defines “Local Business Tax” as “[...] the fees charged and the method by which a local governing authority grants the privilege of engaging in or managing any business, profession, or occupation within its jurisdiction.”

The City of Bellevue requires a Local Business Tax for any business operating inside the city limits. Types of business include but are not limited to: store fronts, home businesses, insurance agencies, and mobile vendors.

How Do I Apply For a Local Business Tax?

To apply for a Business Tax Receipt, please visit the City of Bellevue Development Services Department, located at the Dennis Monroe Public Works Complex - 5525 SE 119th St., in Bellevue.

Information is also available on our website at www.bellevuefl.org.

What Information Do I Need to Apply?

Fictitious Name Registration

If the business name on the Business Tax Receipt is other than the legal name of the owner(s), it must be registered as a fictitious name with the Division of Corporations. The Division of Corporations can be reached at 850-245-6058 or www.sunbiz.org.

Federal EIN Number or Social Security Number

FS 205.0535(6) requires that a federal employer identification number or social security number be obtained from the person to be taxed.

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. You can apply for an EIN Number with the IRS for free at www.irs.gov.

State Licensing

Many businesses and professions such as cosmetology, motor vehicle repair, food trucks, and pawnbrokers are licensed or certified by the State of Florida. To determine if your business requires a state license or certification, please contact our office. Common licensing agencies include but are not limited to:

Florida Department of Business and Professional Regulations: 850-487-1395 or www.myfloridalicense.com

Florida Department of Agriculture and Consumer Services: 800-435-7352 or www.800helpfla.com

FAQ's

How much does a Business Tax Receipt cost?

Business Tax Receipt fees vary by type of business. A list of fees by business type can be found on our website at www.bellevuefl.org.

How long does it take to get a Business Tax Receipt and how long are they valid?

Many Business Tax Receipts can be issued the same day. Business Tax Receipts are based on a fiscal year of October 1 through September 30 and must be renewed by September 30 of each year.

Are some businesses exempt from obtaining a Business Tax Receipt?

There are exemptions and exceptions to the actual issuance of a Business Tax Receipt provided for in FS 205.054-193. Fees are waived in certain circumstances if statutory criteria are met. Proof of such exemption must be provided to the Development Services Department.

What if I go out of business?

Please notify the Development Services Department in the event that you close your business or relocate outside of Bellevue City Limits.

