



Welcome! The attached pages are designed to assist businesses in applying for the Local Business Tax as well as answer any questions you may have. Please feel free to contact the Local Business Tax desk at (941) 932-9425 should you require further information. As always, we welcome your comments and look forward to serving you.

## **LOCAL BUSINESS TAX...What is it? Who needs it? How do I get one?**

### **What is the “Local Business Tax”?**

Formerly known as “Occupational License”, a “Local Business Tax” is a tax for the privilege of engaging in business within the jurisdiction of the local governing authority.

### **Who is required to pay the “Local Business Tax”?**

As outlined in Article IV of the [City of Bradenton Code of Ordinances](#), anyone who transacts any business or engages in any occupation or profession within the city limits of Bradenton is required to pay the Local Business Tax.

### **What does it cost?**

The amount of due for the Local Business Tax varies based on the type of business. The [fee\(s\) due](#) are determined at the time of application.

### **Are there any exemptions?**

Per Florida statute certain groups and/or persons may claim an exemption from the Local Business Tax. Feel free to contact the Local Business Tax desk in City Hall at (941) 932-9425 regarding the details of available exemptions.

### **What type of Local Business Tax(es) am I required to pay?**

Classifications are determined by the business being conducted. In some cases more than one tax will be required for a single location. Contact the City of Bradenton Local Business Tax desk at (941)932-9425 to find out the classification for your business.

### **How do I apply for the “Local Business Tax”?**

Applications are available at the Local Business Tax desk in City Hall or on the city web site, [www.cityofbradenton.com](http://www.cityofbradenton.com) . Applications must be accompanied by the additional information mentioned on the application form as well as any fee(s) due.

### **Does the Local Business Tax require renewal?**

Yes, Local Business Taxes are renewed annually based on a fiscal calendar. Renewal notices are mailed to business beginning in July and renewal fee(s) must be received no later than September 30th to avoid penalties.

### **When will I receive my Local Business Tax Receipt?**

Once processed Local Business Tax Receipts usually take no more than a week to issue (usually less) and are mailed directly to the business.

# Applying for the Local Business Tax with the City of Bradenton

## APPLICATION FOR LOCAL BUSINESS TAX

This form is the standard application form used for all businesses.

## BUSINESS NAME REGISTRATION NOTICE

This form acts as acknowledgement that the applicant has been made aware of the requirement to register a business name with the Florida Department of State, the existence of possible exemptions to this requirement and where to contact for further information and to register a business name. This form must be signed and returned with the Application for Local Business Tax regardless of the type of business.

## MAIL & PHONE ONLY NOTICE

This form is required for home based and “handyman” businesses **only**. This form acknowledges that the applicant has been made aware of the restrictions regarding home based and handyman businesses in the City of Bradenton. This form, if applicable, must be signed, notarized and returned with the Application for Local Business Tax.

## MERCHANT INVENTORY AFFIDAVIT

This form is required for merchant businesses (new merchandise only). The fee(s) due for a merchant are based on the value of inventory. This form attests to the value of the inventory so that the proper fee(s) can be determined. This form, if applicable, must be signed, notarized and returned with the Application for Local Business Tax.

*Applicant must provide **two (2) forms of identification, at least one with a picture, with the application as well as any applicable additional information mentioned on the application form.** Contact the City of Bradenton Local Business Tax desk at (941) 932-9425 to determine if multiple Local Business Tax Receipts may be required and for the fee(s) due for your type business.*

*Per Florida statutes, businesses must comply with certain state requirements, **prior to the issuance of a Local Business Tax Receipt.** A copy of the state license, certificate, registration or letter outlining the reason for exemption from these requirements **must** accompany the Application for Local Business Tax. Contact the **Florida Department of Agriculture and Consumer Services at 1-800-HELP-FLA (1-800-435-7352) or visit [www.800helpfla.com](http://www.800helpfla.com) for further information.***



# Application for Local Business Tax

City Hall, 101 Old Main Street, Bradenton, FL 34205

Business Name: \_\_\_\_\_  
DBA Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Web Site: \_\_\_\_\_  
Mailing Address (if different from above): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
FEIN: \_\_\_\_\_ or SSN: \_\_\_\_\_

*Per Florida Statute 205.0535 (5), the Social Security Number (SSN) is required only if the Federal Employers Identification Number (FEIN) has not been provided on the application.*

State Tax ID Number (if applicable): \_\_\_\_\_  
Type of Business: \_\_\_\_\_  
Business Description: \_\_\_\_\_  
\_\_\_\_\_  
No.# of employees, machines, seats, rental units, work stations, etc. (as applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Property Owner (if different from above): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Applicant must provide two (2) forms of identification, one including a photograph for the individual listed as "Contact" as well as copies of any applicable licenses, certificates, registrations, business name registrations, etc. from the State of Florida. Businesses not registering a name with the State of Florida must provide a written statement that sets forth the reasons for exemption from compliance with the Fictitious Name Act. Nothing that conflicts with the City of Bradenton Ordinances or any other City of Bradenton Regulation shall be permitted.

I shall comply with the "Code of Ordinances of the City of Bradenton" and fully understand that the issuing of the Local Business Tax Receipt applied for is contingent upon my adhering strictly to the restrictions set forth therein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### City of Bradenton use only

Business Acct #: \_\_\_\_\_ Bill #: \_\_\_\_\_ Receipt #: \_\_\_\_\_  
Business Tax Classification: \_\_\_\_\_  
New: \_\_\_\_\_ ½ Year: \_\_\_\_\_ Total Fees Due: \$ \_\_\_\_\_



## **BUSINESS NAME REGISTRATION NOTICE**

Businesses operating under any name other than the person's legal name must register that business name with the Florida Department of State and provide proof of such registration prior to the issuance of a Local Business Tax Receipt.

Specific exemptions to this requirement do exist. Should your business qualify for an exemption, a letter outlining the reason for exemption must be submitted with the Application for the Local Business Tax.

For further information on business name registrations, forms and / or instructions please visit the Florida Department of State / Division of Corporations website at [www.sunbiz.org](http://www.sunbiz.org) or call (850) 245-6058.

By my signature below, I acknowledge that I am aware requirements regarding business name registration and have received contact information for the Florida Department of State / Division of Corporations.

---

Authorized Representative

---

Date



**MAIL & PHONE ONLY NOTICE**

**HOME-BASED BUSINESSES IN THE CITY OF BRADENTON ARE SUBJECT, BUT NOT LIMITED TO, THE FOLLOWING RESTRICTIONS. THESE RESTRICTIONS APPLY TO THE PRIMARY BUSINESS LOCATION AS IT APPEARS ON THE APPLICATION FOR LOCAL BUSINESS TAX.**

No signs, displays or merchandise, outside storage, noxious fumes or odors or excessive noises are allowed, and no employees shall utilize the residence and/or property in any way.

Commercial vehicles are PROHIBITED. As outlined in the City of Bradenton Code of Ordinances Land Use Regulations Ord. # 2913, commercial vehicles are any vehicle equal to or greater than 3/4 ton gross weight.

Handymen are limited to cosmetic work only. **NO ELECTRICAL, PLUMBING, STRUCTURAL, ETC., WORK IS PERMITTED.**

**FAILURE TO COMPLY WITH THESE RESTRICTIONS MAY RESULT IN A FINE OF UP TO TWO HUNDRED AND FIFTY AND 00/100 DOLLARS (\$250.00) PER DAY.**

I have read and understand the above restrictions and agree to comply with the terms of these restrictions.

\_\_\_\_\_  
Authorized Representative Signature \_\_\_\_\_  
Date

DO NOT WRITE BELOW THIS LINE

State of FLORIDA

County of MANATEE

The foregoing instrument was acknowledged this \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_\_, by \_\_\_\_\_, who personally acknowledged that he/she signed

the instrument voluntarily for the purpose expressed in it.

- Personally known
- Produced Identification

Type of Identification: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public, State of Florida

\_\_\_\_\_  
Print, Type or Stamp Commissioned Name of Notary Public

NOTARY SEAL



## Merchant Inventory Value Affidavit

By my signature below I, \_\_\_\_\_,  
affirm that to the best of my knowledge, the value of the stock of merchandise on  
hand at the business known as, \_\_\_\_\_  
is within the indicated amount below.

<u>Inventory Value</u>	<u>Fee</u>
<input type="checkbox"/> Up to \$2,000.00	\$50.00
<input type="checkbox"/> \$2,000.00 to \$5,000.00	\$100.00
<input type="checkbox"/> \$5,000.00 to \$10,000.00	\$150.00
<input type="checkbox"/> Over \$10,000.00	\$200.00

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

DO NOT WRITE BELOW THIS LINE

State of FLORIDA

County of MANATEE

The foregoing instrument was acknowledged this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_\_, by \_\_\_\_\_, who personally acknowledged that he/she  
signed the instrument voluntarily for the purpose expressed in it.

- Personally known
- Produced Identification

Type of Identification: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public, State of Florida

\_\_\_\_\_  
Print, Type or Stamp Commissioned Name of Notary Public

NOTARY SEAL