



TOWN of SURFSIDE
9293 Harding Avenue
Surfside, Florida 33154
Telephone: 305-861-4863
Facsimile: 305-861-1302
www.townofsurfsidefl.gov

September 12, 2011

Important Notice

Dear Business Operator:

A Local Business Tax Receipt is required to conduct any business, profession or occupation within the Town of Surfside. Please see the enclosed Local Business Tax Receipt Application which must be filed before October 31, 2011 along with the applicable Local Business Tax Receipt Fees. We would like to make you aware that if payment is not received before the above mentioned deadline, the following penalty schedule will apply:

- Any payment received after November 1, 2011 will be assessed a 10% penalty.
- Any payment received after the 1st day of each additional month or partial month thereafter, will be assessed a 5% penalty.
- Additional penalties and fees may be applied if payment is not received after 150 days from the date of this notice.

As a prerequisite to filing for a Local Business Tax Receipt and to avoid penalties for late application, please understand that you must first apply for and obtain a Certificate of Use from the Town of Surfside. For additional information or assistance, please contact:

Catherine Liguori at 305-861-4863, Monday thru Friday (9:00 am to 5:00 pm)

Thank you,

Roger M. Carlton
Town Manager

Bc: Mayor, Town Commission, Finance Director, Chief Building Official, Tourist Bureau Director, Town Clerk



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LOCAL BUSINESS TAX RECEIPT (LBTR) INSTRUCTIONS

In order to process your LOCAL BUSINESS TAX RECEIPT application, the Town of Surfside Licensing Department needs the following:

You must first apply for and obtain a Certificate of Use in order to proceed with the Local Business Tax Receipt Application.

1. Copy of Certificate of Use issued by the Town of Surfside.
2. The applicant's name and address; the name of the business, profession or occupation for which the Local Business Tax Receipt is sought; the name and address of the owner and operator of the business, profession or occupation and if a corporation, the names and addresses of each of its corporate officers and its resident or registered agent; the type or classification of the business, profession or occupation and the relationship of the applicant to said business; the location in the Town where the business will be operated; date of birth, social security number and driver's license number of the owner/operator; and any applicable federal employer identification numbers.
3. The square footage of the facility; the capacity; capital invested, merchandise or property contained within the business, the stock carried, number of persons or things employed or engaged; the quantity, property or retail stock value; or such other information as may be required by the Town Code for the purposes of determining the proper Local Business Tax.
4. If the applicant is a Corporation or partnership, the full name of the corporation or partnership and the state of the organization.
5. If the business is to be conducted under another name than its own, the business name and county of registration under section 865.09, Florida Statutes
6. In the emergency locator section of the application, the Applicant shall fill out the names, business and residence addresses and residence and business phone numbers of the owner or owners and the manager or other persons to be notified in case of fire or other emergencies. Be advised any changes in the period of time for which the Local Business Tax Receipt is issued shall be made to the Manager in writing.
7. The applicant shall print and sign his name to the application immediately below the statement "The undersigned has carefully reviewed this application and all information contained herein has been freely and voluntarily provided and all facts figures and statements contained in this application are true and correct".

8. Those businesses required to obtain a certificate of use must do so prior to the issuance of an LOCAL BUSINESS TAX RECEIPT.

9. All apartment houses, buildings, hotels, motels, and any buildings with more than one efficiency, apartment, or room, must submit a smoke detector report completed by a fire alarm company prior to issuance of the original Local Business Tax Receipt and annually thereafter at the time of renewal. A Local Business Tax Receipt will not be issued until the detector report form is properly completed and submitted.

10. All businesses and professions regulated by the State of Florida must submit a copy of their current State license prior to the issuance of their original Town Local Business Tax Receipt, and, thereafter, each year at the time of renewal. Only the State License itself, or in case of the Hotel and Restaurant Division, a receipt issued by the State, shall constitute proof of current State license.

11. All establishments which serve alcoholic beverages shall submit a notarized affidavit acknowledging that they are aware of the requirements of Section 562.11 Florida Statutes, prohibiting the serving of alcoholic beverages to minors, and that they agree to comply with those requirements as a condition of holding the Town LOCAL BUSINESS TAX RECEIPT applied for.

12. All restaurants, hotel kitchens, bars, cafeterias, delis and any establishment where grease can be introduced into the drainage system are required to submit a copy of valid grease trap inceptor permit issued for that establishment as required by the Florida Building Code.

13. The payment of a non-refundable application fee of \$25.00 is due at the time of application. The application fee will be deducted from the Local Business Tax fee if and when the Local Business Tax Receipt is issued.

LOCAL BUSINESS TAX RECEIPTS ARE ISSUED FOR A PERIOD OF ONE YEAR.

The LOCAL BUSINESS TAX RECEIPT YEAR

runs October 1 thru September 30 and must be renewed annually.