



**BUSINESS TAX RECEIPT APPLICATION**  
 City of Crystal River  
 123 Northwest Highway 19  
 Crystal River, FL 34428  
 (352) 795-4216 Ext. 316 mmorris@crystalriverfl.org



**Application type:**

- |  |  |
|--|--|
| <input type="checkbox"/> New application | <input type="checkbox"/> Name/address change |
| <input type="checkbox"/> Transfer        | <input type="checkbox"/> Exempt (FS 205.06)  |

**Business type:**

- Commercial Business (brick and mortar location in city limits)
- Home Occupation (running a business from your home)
- Mobile Vendor (mobile business such as food truck, hot dog cart)
- Vendor Registration (1099 employment or other busn, please ask if you're unsure)
- Out of Town Registration (must provide license from primary county or municipality)

**BUSINESS INFORMATION**

**Business Name or DBA (Fictitious Name):** \_\_\_\_\_

All business names different than the owner's legal name must register with [www.sunbiz.org](http://www.sunbiz.org). If no other name than the owner's legal name will be used, please enter the name on this line and provide legal ID.

**Business Type/Category:** \_\_\_\_\_

**Business Owned by (company):** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

Physical address in the City where business is operating or principal address **must include zip code**

**Business Phone:** \_\_\_\_\_ **Business Fax:** \_\_\_\_\_

**FEIN/Federal ID#:** \_\_\_\_\_ (or) **Social Security#:** \_\_\_\_\_

A receipt may not be issued unless the federal employer identification number or social security number is obtained from the person to be taxed. F.S. 205.0535(6)

**Florida Sales Tax#:** \_\_\_\_\_ (or) **Social Security#:** \_\_\_\_\_

If the business does not have a FL Sales Tax#, the SSN must be provided per Florida Dept. of Revenue.

**CONTACT INFORMATION**

**Owner Name(s):** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Mailing Address** (if different from business address): \_\_\_\_\_

\_\_\_\_\_

**SUPPLEMENTAL BUSINESS INFORMATION**

**Open date at this location:** \_\_\_\_\_

**Business location is:**  commercial  residential  other \_\_\_\_\_

**Square footage of business site/unit:** \_\_\_\_\_

**Previous use of space/property:** \_\_\_\_\_

**Number of vending/gaming machines:** \_\_\_\_\_

**If restaurant/bar: # of seats:** \_\_\_\_\_

**Serving food**       **Serving alcohol**

**The person signing below must be the owner or other individual with signing authority for the business and must provide a copy of their Driver License** (or other state or federal identification card). If the signer's name is not listed on the Sunbiz registration connecting the person to the business, a notarized letter of authority is required by the owner to establish that authority. Signer acknowledges violation of any federal, state and/or local laws or ordinances may be grounds for the City to revoke the Business Tax Receipt or Registration.

DO NOT SIGN UNLESS IN THE PRESENCE OF A NOTARY. DOCUMENT IS INCOMPLETE IF NOT NOTARIZED.

**Applicant's Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF CITRUS

The foregoing instrument was acknowledged before me by ( ) physical presence or ( ) remote audio-visual means this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ as identification and who did not take an oath.

\_\_\_\_\_  
Signature of Notary Public (SEAL)

DO NOT WRITE BELOW THIS LINE

**Thank you for your business in the City of Crystal River!**

**Zoning & Building Authorization - For Office Use Only:**

Date submitted for review: \_\_\_\_\_ or Not Applicable: \_\_\_\_\_

Alt Key: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Zoning Approved:  Yes  No Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Approved:  Yes  No Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## BUSINESS TAX RECEIPT CHECKLIST

The City of Crystal River is a business-friendly community. We are eager to help small business owners as well as the corporate executive succeed in opening a business in Crystal River. The checklist below is intended to assist with the process of applying for a local Business Tax Receipt with the City of Crystal River.

- Determine the type of business you want to open.
- Research the zoning regulations to determine the allowable business types for the district.
- Obtain necessary state and professional licenses - Before applying for a City Business Tax Receipt, the following information may be required if your business activity is regulated by any state and/or federal agency:
  - Day care, preschools and adoption agency certificates can be obtained through the [Florida Department of Children and Families](#).
  - Restaurants and mobile/perishable food carts must be inspected and licensed by the [Division of Hotel and Restaurant Commission](#) prior to obtaining a Business Tax Receipt.
  - Convenience/grocery stores, health clubs, automotive repair businesses, travel agencies, moving companies, bakeries, delicatessens or agriculture product licenses can be obtained through the [Department of Agriculture and Consumer Services](#).
  - Salons, accounting, real estate, or construction industry profession licenses can be obtained from the [Department of Business and Professional Regulations](#).
  - Finance, investments, mortgage and banking profession licenses can be obtained from the [Office of Financial Regulation](#).
  - State Sales Tax Numbers are issued by the [Florida Department of Revenue](#). The local office is located at 1904 Thomas Avenue, Leesburg, FL 34748. (352-315-4470)
  - A receipt may not be issued unless the Federal Employer Identification Number (FEIN) or Social Security Number is provided (s.205.0535 (5), F.S.)
  - To obtain an Individual Tax Identification Number (ITIN) or an FEIN please contact the [Internal Revenue Service](#).
  - Obtain a Local Business Tax Receipt with the City of Crystal River per Ordinance 11-2. The following items are required at the time of application submittal:
    1. Completed Application
    2. Valid Driver's License (photo copy)
    3. Copy of Fictitious Name registration (sunbiz.org)
    4. Copies of state or Professional licenses pertaining to the nature of your business
    5. Additional Forms to be completed (as needed):
      - a. Landlord-Tenant Agreement Lease
      - b. Guidelines for operating a Home-Based Business.
    6. Prepare for necessary inspections (To ensure that all commercial businesses meet life safety requirements; inspections will be in accordance with the Florida Fire Prevention Code and the National Fire Prevention Code).

### **Additional Guidelines:**

- ✓ Display Business Tax Receipt in a conspicuous and prominent location at the place of business
- ✓ Any person engaging in or managing any business, occupation, or profession who does not pay the required Business Tax Receipt with the City of Crystal River, unless exempt, within 150 days after the initial notice of tax due, and who does not obtain the required local business tax receipt is subject to civil actions and penalties, including court costs, reasonable attorney's fees, additional administrative costs incurred as a result of collection efforts, and penalty of up to two hundred fifty dollars (\$250.00). Ordinance 11-4 (b)
- ✓ **The City of Crystal River should be notified immediately of any change that requires modifying your Business Tax Receipt. This also includes closing your business. Non-renewal of your Business Tax Receipt does not remove you from the Tangible Personal Property Tax Roll.**

### **Required documentation for Planning and Zoning Review:**

- Home Occupation:** Proposed floor plan of the space being utilized (where in the home) and a written statement by the landlord allowing the business to operate from the home.
- Commercial location:** Site Plan submitted on 11" x 17" paper or on copy of the survey.
  - Number and location of parking spaces available/assigned. Mark designated handicap spaces.
  - Square footage of structure or space being utilized (stand-alone structure vs. space in multi-unit location).
  - If business is for vehicle sales or repair: indicate sales/staging area, hazardous materials storage area & disposal plan, and type of vehicle stops. (See Land Development Code, Chapter 5, Sec. 5.05.12)

**Zoning and Building Authorization Requirement:** City Ordinance 11-2 states, "No local business tax receipt shall be issued, renewed or transferred unless the business, occupation, or profession is in compliance with all applicable zoning requirements." It is recommended you call 352-795-4216, ext. 316 to ensure zoning and building requirements can be met before applying for the business tax receipt.