



STEPS TO COMPLETE A COMMERCIAL BUSINESS LOCATION

All steps must be completed in order before a Local Business Tax Receipt can be issued.

- 1. ___ Fictitious Name, Incorporation and LLC:** Per Florida Statute 205.023 (1)
 - a. ___** Per Florida Statute 865.09 (d) The Fictitious name must be advertised in the local news paper **one** time, we will need to see copies of the advertisement.
 - b. ___** The Fictitious Name must be filed with the State of Florida at: www.sunbiz.org before we can issue a Business Tax Receipt. A tax payer may use their first and last name in the business name if they wish.
- 2. ___ Zoning Division:** The location of the business must be approved. Go to Building Construction Services located at 18400 Murdock Circle. Please get the form/ **Certificate of Use**
- 3. ___ Building Construction Services:** The location must have a (job card) issued from building construction services. We must see the copy of the **job card** before we can issue the Business Tax Receipt.
- 4. ___ IRS or Social Security Number(Last Four):** Per Florida Statute 205.0535(5) a business tax may NOT be issued without one. Go to www.irs.gov for a Federal Tax ID Number.
- 5. ___ Business Tax Receipt:** The Tax Collector will issue a Business Tax Receipt for a commercial business location after all the above steps are complete. After a Business Tax Receipt is issued it may be renewed online at www.cctaxcol.com

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CHARLOTTE COUNTY TAX COLLECTOR

Tax Department

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