



City of Greenacres

Building Department

5800 Melaleuca Lane, Greenacres, Florida 33463-3515
Ph: 561-642-2053 Fax: 561-642-2049 / www.ci.greenacres.fl.us

Checklist for Business Tax Receipt

This checklist will help expedite your Business Tax Receipt (BTR) process. Please be sure to include the items as indicated below along with a copy of this checklist. Missing documents may delay your processing time.

ALL BUSINESSES MUST INCLUDE:

- City of Greenacres BTR application.
- Palm Beach County (PBC) BTR application. PBC requires their application to be signed by the City of Greenacres prior to submitting it to the county. For further county requirements and fees contact the Tax Collector at 561-355-2272.
- BTR fee as determined by the type of business.
- Proof of registered business name, if other than your own full legal name.
 - Fictitious Name, Corp., LLC, LLP, LP or Trademark from the State of Florida Division of Corporations. Application, questions or verification can be done on their website www.sunbiz.org
- Copy of State License, if business is regulated by a state agency, i.e. Department of Business & Professional Regulation, Department of Health, Department of Agriculture & Consumer Svcs, etc.
- Federal Employer Identification number (FEIN) or Confidential Release of Social Security Number and Statement of Purpose affidavit.

HOME BASED BUSINESSES MUST INCLUDE: (In addition to the above)

- Home Occupation Regulation affidavit.
- For all home day care or home health care businesses a \$60 life safety inspection fee is required. Inspections are to be completed prior to issuance of BTR.

COMMERCIAL BUSINESSES MUST INCLUDE: (In addition to the above)

- Prohibited Sign Information affidavit.
- A \$60 inspection fee for a life safety inspection. Inspections must be completed within 30 days of BTR issuance. (Date of inspection): _____ / (BTR#) _____.

ADDITIONAL CONTACTS:

- Dept. of Business and Professional Regulation (850-487-1395).
- Palm Beach County Dept. of Health for Child Care Facilities (561-840-4500).
- State of Florida Dept. of Health (850-488-0595).
- Palm Beach County Construction Industry Licensing Board (561-233-5525).
- State of Florida, Dept. of Agriculture and Consumer Services (800-435-7352) for food outlets, auto repair, health and dance studios, telemarketers and travel agencies.
- Division of Hotel & Restaurants (850-487-1395) for restaurants and mobile food unit operators.
- State of Florida Office of Financial Regulation (850-410-9805) for banks, mortgage brokers, finance companies, and stockbrokers.