



VILLAGE OF EL PORTAL

500 NE 87 ST, EL PORTAL, FL 33138

TEL: 305-795-7880 WEBSITE: www.elportalvillage.com

APPLYING FOR A BUSINESS TAX RECEIPT

(Formerly called occupational license)

We are delighted that you have chosen to open or launch your business in the Village of El Portal. Anyone who wishes to operate a business within the Village of El Portal is required to obtain a municipal business tax receipt (BTR) before they can legally open for business. In some cases, if a business performs several functions, it may be necessary to acquire more than one local business tax receipt. Failure to obtain a local business tax receipt will result in penalties and fines.

WHO NEEDS A BUSINESS TAX RECEIPT?

- Any person, firm, association, or corporation maintaining a business location or branch office within Village of El Portal for the privilege of engaging in or managing a business, profession, or occupation. The Village Code of Ordinances specifies which type of businesses are permitted to operate in El Portal.
- Any person who utilizes a residential unit to conduct a home business, profession, or occupation. A license is required for each separate classification at the same business location.
- Any person operating a Short-Term Vacation rental (STVR) business.

PROCEDURES REQUIRED BEFORE OBTAINING A BUSINESS TAX RECEIPT

Before a Village of El Portal BTR can be issued, a business must meet all conditions required by city, county, state, or federal agency regulations, which apply to that business or occupation. Many businesses may be subject to zoning, environmental health, building and development codes, or other regulatory requirements.

The following is required before obtaining a Business Tax Receipt from the Village of El Portal:

1. Based on the type of business/occupation additional documents may be requested. Failure to comply with Local Business Tax Receipt will result in Fines, Penalties, and Revocation of Licenses.

Once the above conditions are met, you can fill out an application for a Business Tax Receipt form. This form should be filled out and signed by the owner of the business/occupation. The local business tax fee varies by classification (see fee schedule).

Once the application has been approved your Business Tax Receipt will be provided to you. This process can take up to two weeks. The Local Business Tax Receipt must be displayed conspicuously at your place of business and in such a manner as to be open to the view of the public and subject to inspection by all duly authorized officers of the Village of El Portal.

RENEWALS

Local Business Tax Receipts must be renewed each fiscal year beginning October 1st and are valid until September 30th of the following year. A penalty fee is charged for late renewals, and fines and penalties are issued to businesses that do not obtain a receipt.



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DOCUMENTS REQUIRED FOR OBTAINING A BUSINESS TAX RECEIPT *(If applicable)*

- Village of El Portal Local Business Tax Receipt Application.
 - o License fee (to be determined after processing) based on business type.
- Florida Employer Identification Number or Social Security Number: www.sunbiz.org
- Copy of Fictitious Name Registration. If your business name on your local business tax receipt is other than the legal name of the owner(s), it must be registered as a fictitious name or Division of Corporations. For registration instructions, certified copies and fees visit: www.sunbiz.org or call: 1 (850) 245-6058.
- Copy of Miami Dade County Local Business Tax Receipt. All businesses operating within Miami-Dade County are required to obtain a Miami-Dade County Local Business Tax Receipt (formerly known as Occupational License).
 - o Online: www.miamidade.gov/taxcollector.
 - o In person: *Miami-Dade County Business Tax*
200 NW 2ND Avenue, 1ST Floor, Miami, FL 33128. For more information: (305) 270-4949.
- Copy of Miami-Dade Fire Rescue Dept. Annual Operating Permit: (786) 331-4800
- Copy of State of Florida Professional Business License: 1 (850) 487-1395
- Copy of State of Florida Alcoholic Beverages & Tobacco License: www.myfloridalicense.com

LICENSE FEE SCHEDULE

1) Accountants and Auditors	\$40.00
2) Dentists / Doctors	\$40.00
3) Merchants/Retailers	\$27.00
4) Insurance Companies	
• Casualty and liability insurance companies, each company	\$105.00
• Fire insurance companies, each company	\$105.00
• Industrial insurance companies and funeral benefit assoc. or companies, each company	\$105.00
• Life insurance companies, each company	\$105.00
5) Alcoholic Beverages Vendor Certificates Fees (Regulatory)	
• When the maximum value of stock of goods carried does not exceed \$1,000.00	\$27.00
• For each additional \$1,000.00 or fractional part thereof	\$3.00
6) Contractors	\$53.00
7) Dry Cleaning	\$40.00
8) Private school, Schools, Colleges, Educational Service or Daycare	\$53.00

For additional fees please see Chapter 11, Section 11-12 of the Village El Portal Code of Ordinances.



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APPLICATION FOR BUSINESS TAX RECEIPT

This form **must** be filled out and signed by the owner of the business/occupation. Applications will not be accepted if **INCOMPLETE**.

License Year: October 1, _____ to September 30, _____

Business Name: _____

Business Address: _____

Corporation/Owner's Name: _____

Federal Employer I.D. #: _____ Florida Sales Tax #: _____

Business Type: _____ Business Opened or will open: _____

Building Type: Office Store Restaurant House Apt. Other: _____

Employees (include owner): _____

Alcoholic Beverages: Yes No

Hours of Operation:

MONDAY – FRIDAY: _____	MONDAY: _____ TUESDAY: _____
SATURDAY: _____	WEDNESDAY: _____ THURSDAY: _____
SUNDAY: _____	FRIDAY: _____ SATURDAY: _____
	SUNDAY: _____

Manager's Name (If different): _____

Owner's Address: _____

Mailing Address (If different): _____

Business Phone: _____ Business Fax: _____

Email Address: _____ Website: _____

Applicant's Name (if different - print): _____ Date: _____

Signature: _____ Date: _____

OFFICE USE ONLY	
Date Submitted: _____	
Business Category: _____	Local Business Tax Receipt No: _____
Type of Business: <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Fictitious Name	
APPROVED BY	
Building Department: _____	Date: _____
Code Enforcement: _____	Date: _____