



Rev. Date: 7/18/2014

## LOCAL BUSINESS TAX CHECK LIST

1065 Ridgewood Avenue, Holly Hill, Florida 32117  
Phone:(386) 248-9442/Fax: (386) 248-9498

### LOCAL BUSINESS TAX CHECK LIST

The following is a checklist of paperwork that may be needed for us to complete your licensing process. If you have any questions regarding these, please call our office.

1. Proof of Incorporation, if applicable
2. Fictitious Name Registration – If not using your legal name in title of business
3. Copy of State License, Registration or Certificate (depending on occupation)
4. Copy of driver's license or other picture ID
5. Square Footage of your Building or Unit
6. Proof of exemption – if claiming such, see page 1 of application
7. Occupational license fee

***ALL BUSINESSES ARE REQUIRED*** to be inspected by the Fire Department before applications are finalized.

***FOR LICENSE TRANSFERS:*** (change of business owner or location)

The ***original current*** Holly Hill Occupational License Certificate from previous owner must be submitted with this application for transfer.

***ALL BUSINESSES MUST*** obtain a Volusia County Business Tax Receipt after receiving your Holly Hill Business Tax paperwork in the mail.

This can be obtained at their website: <http://www.volusia.org/revenue/BTRHelp/New.htm>

Fictitious Name Registration, Incorporation & LLC (Limited Liability Corp) can be obtained through their website: [www.sunbiz.org](http://www.sunbiz.org)

CITY OF HOLLY HILL LOCAL BUSINESS TAX APPLICATION

CIRCLE ONE: New Business OR - TRANSFER OF: Address Owner

Date \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_ Unit # \_\_\_\_\_ Bus. Tel. \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_ City \_\_\_\_\_

E-mail \_\_\_\_\_ Website Address: \_\_\_\_\_

Type of Business (Describe in Detail) \_\_\_\_\_

Owner \_\_\_\_\_ DOB \_\_\_\_\_ Tel. \_\_\_\_\_

Home Address \_\_\_\_\_

Driver's License \_\_\_\_\_ SS # \_\_\_\_\_

Manager/ Operator/Contact Person \_\_\_\_\_ DOB \_\_\_\_\_ Tel. \_\_\_\_\_

Home Address \_\_\_\_\_

Driver's License # \_\_\_\_\_ SS # \_\_\_\_\_

Federal Employer ID Number \_\_\_\_\_

Exempt From Fee If: Charitable Organization \_\_\_\_\_; Church \_\_\_\_\_; Non-Profit \_\_\_\_\_

CERTIFICATE: I certify that the information contained herein is true and correct to the best of my knowledge and belief. I understand that if any portion is false or misrepresented, such fact may constitute a criminal violation of City Code, and cause for immediate revocation of any license issued to me. If any refund is due, please note that the application fee is non-refundable. I further understand that if I engage in a business under a fictitious name, I must comply with the "Fictitious Name Statute", Section 865.09, Florida Statutes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

B&Z OFFICE USE ONLY

Zoning Designation \_\_\_\_\_ Zoning Official Signature \_\_\_\_\_

Date \_\_\_\_\_ Comments \_\_\_\_\_

Fire Inspector Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Classification \_\_\_\_\_

License Number \_\_\_\_\_

Occupational License Fee \_\_\_\_\_

Fire Inspection Fee \_\_\_\_\_

Application Fee (non-refundable) 20.00

Transfer Fee \_\_\_\_\_

TOTAL \_\_\_\_\_

**PLEASE ENTER ALL APPLICABLE INFORMATION:**

BUILDING/UNIT	_____	Square Footage
RETAIL OR WHOLESALE MERCHANTS:	_____	Inventory Value
RESTAURANT	_____	# of Seats
MANUFACTURING	_____	# of Employees
HOTEL/MOTEL/APARTMENT	_____	# Units
GAS STATION	_____	# of Nozzles
BEAUTY/BARBER SHOP	_____	# of Chairs
ALF, RETIREMENT HOME	_____	# of Units/Residents

\*\*\*\*\*

**IF TRANSFER, PLEASE FILL OUT OLD INFORMATION:**

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_ Phone # \_\_\_\_\_

\*\*\*\*\*

\*\*\*\*\*

**PLEASE READ ALARM SYSTEMS AT BUSINESS LOCATION (FIRE OR BURGLAR)**

4 <sup>th</sup> False Alarm during a 365 day period	<b>\$50.00 for Police</b>	<b>\$100.00 for Fire</b>
5 <sup>th</sup> False Alarm during a 365 day period	<b>\$75.00 for Police</b>	<b>\$100.00 for Fire</b>
6 <sup>th</sup> and Subsequent False Alarm during a 365 day period	<b>\$100.00 for Police or Fire</b>	

\*\*\*\*\*