



City of Westlake
4001 Seminole Pratt Whitney Road
Westlake, Florida 33470
Phone: 561-530-5880
Fax: 561-790-1742

BUSINESS TAX RECEIPT

APPLICATION

1. Application: Anyone seeking to do business within the City of Westlake must apply for a Business Tax Receipt. A Westlake Business Tax receipt is in addition to a Palm Beach County BTR. All applications shall be submitted to the Building Department, City of Westlake, 4001 Seminole Pratt Whitney Road, Westlake, Florida 33470.

2. Inspections: A Building Inspection is required with the initial Business Tax Receipt application, and a Fire Inspection is required annually. These inspections determine if your business space meets Florida Building Code and Palm Beach County's (until the City of Westlake adopts its own codes) code for the intended use. Access to the interior must be provided. Inability to access the site will result in a failed inspection and a re-inspection fee. Inspections are completed Monday through Friday between 8:00 AM and 4:00 PM. To schedule contact the following:

Building Inspections-Jane Jackson at 954-319-8530

Building Inspection Fee \$40.00

Fire Inspections-561-233-0050 Palm Beach County Fire will bill you directly

Following each of the above inspections, you will be provided with an inspection report, which shall be included with your Business Tax Receipt application.

3. Re-inspections-If an inspection does not pass, you will be provided with the reason(s) and the corrective action(s). Each subsequent inspection as a result of a failed or missed inspection will result in a re-inspection fee. All re-inspection fees must be paid before the inspector is scheduled. There are no refunds.

4. Re-inspections fee schedule: The first re-inspection for Building; Mechanical, Electrical and Plumbing shall be an additional \$50.00 fee, the second re-inspection fee shall be an additional \$100.00 fee, all subsequent re-inspection fees shall be \$300.00.

The Fire inspection re-inspection fees shall be consistent with the Palm Beach County local amendments to the Fire Prevention Code, as may be amended.

5. Application approval: After the Building and Fire inspections have been submitted to the City, and approved, a Business Tax Receipt will be issued and available for pick-up at the City of Westlake.

It is the responsibility of the applicant to contact the City of Westlake Building Department, Jane Jackson Permit Coordinator at 954-319-8230 to confirm the Business Tax Receipt is available.

My Business Information

New Application _____ Address Change _____ Ownership Transfer _____ Change of DBABTR# _____

Company Name: _____

DBA (if applicable/must match signage): _____

Business Address: _____

Westlake, Florida _____ (zip code) Is this a virtual or residential office? Yes _____ No _____

FEIN: _____ (Federal Employee Identification Number)

Contact Name: _____

Email: _____

Phone No.: _____ Fax No.: _____

Mailing Address (if different than business address): _____

City: _____ State: _____ Zip Code: _____

Type of Business _____

Description of Services Offered, if applicable: _____

My Business Documents:

All applicants shall provide a current copy of required documents (please attach):

Certificate of Use issued by the City of Westlake’s Building Department

Or, if a Sub-tenant: A copy of the Owner/Tenant’s Certificate of Use

 A Letter acknowledging the sub-tenant’s use of Owner/Tenant’s Certificate of Use

 Affidavit for Virtual Office Tenancy

Business Name Registration with the State of Florida (Fictitious Name Registration if applicable)

All Applicable Regulatory Licenses

In Addition to the above, the following applicants are required to attach copies of:

Licensed Professionals – Current license from the applicable regulatory agency, i.e. Department of Business & Professional Regulation; Department of Agriculture and Consumer Services; Department of Financial Services; Financial Industry Regulatory Authority; Department of Health; Nationwide Mortgage Licensing System & Registry, etc.

Attorneys & Law Firms – The Florida Bar Membership Card

Contractors & Inspectors – Proof of insurance and regulatory license

Mobile Food Vendors – Written approval for the operation of such a business from the Palm Beach County Health Department.

Pest Control Business – Proof of insurance and a copy of the current State of Florida permit.

Pharmacies – Proof of Board of Pharmacy license.

Private Detectives and Criminal Investigators – Proof of State of Florida Class B or Class D license, for both business name and individual.

(1) Applicants that apply after the beginning of the fiscal year (October 1) but before April 1 of that fiscal year shall pay the full tax for one year.

(2) New Business Applicants that apply on or after April 1 of the fiscal year but before September 30 of that fiscal year shall pay one-half the full tax for one year.

My Certification

I hereby certify that all information given herein is true and accurate. I understand that providing false or misleading information on this application may subject me to criminal prosecution. I further understand that if there are any subsequent changes in the status of my business as stated above, that I will notify the City of Westlake of such changes. I understand that the Business Tax Receipt expired on September 30 and must be renewed each year.

Applicant's Signature: _____ ***Date:*** _____

Print Name: _____ ***Title:*** _____

State of Florida

County of _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____,

by: Name of applicant: _____

Personally known _____ or produced identification _____

Notary Stamp:

Signature of Notary

Name of Notary, typed, printed or stamped

Type of identification produced _____

Commission Expires _____

Payment & Mailing Information

New Applications are to be hand delivered or mailed with the required documentation and payment to:

City of Westlake
4001 Seminole Pratt Whitney Road
Westlake, FL 33470
(561) 530-5880

BUSINESS TAX RECEIPT FEES

Exhibit "A"

CATEGORIES	FEES
CONTRACTORS	\$200.00
General Contractors, Residential, Non-residential Sub-Contractors	
HVAC, Home Inspection Services, Plumbing, Heating, Electrical	\$150.00
Building Construction Material	\$125.00
Masonry, Stonework, Plastering	\$100.00
Painting	\$100.00
Roofing, Siding & Sheet Metal Work	\$100.00
Water Well Drilling	\$100.00
ENTERTAINMENT SERVICES	
Amusement Facility/Arcades	\$100.00
Athletic Clubs/Gyms	\$150.00
Billiard Facility/Bowling Centers	\$200.00
Dance Schools/Karate/Gymnastics	\$100.00

Golf Courses		\$350.00
Mini Golf/Tennis Courts		\$150.00
Motion Pictures/Theaters	(up to 200 seats)	\$350.00
	(201 – 400 seats)	\$400.00
	(over 400 seats)	\$500.00
Night Clubs/Lounge/Bars		\$400.00
Other Sports & Recreational Facilities		\$200.00

FINANCIAL SERVICES

Bail Bondsman		\$200.00
Banks/Credit Union/Savings & Loans		\$450.00
Brokerage House		\$450.00
Check Cashing Services		\$150.00
Collection Agencies		\$150.00
Investment Consultants		\$450.00
Mortgage Companies		\$450.00
Security Brokers & Commodity Services		\$450.00

FOOD SERVICES

Bakery/Sugar & Confectionary Products		\$100.00
Beverages & Bottling Products		\$100.00
Butcher Shop		\$100.00
Caterers (fixed or mobile)		\$100.00
Ice Cream Parlor/Food Truck/Soda Fountain		\$100.00
Meat/Dairy Products	(up to 10 employees)	\$100.00
	(over 10 employees)	\$200.00
Restaurant/Snack Bar (take out only)		\$100.00
Restaurant (dine-in)	Seating (1-25)	\$100.00

Restaurant (dine-in)	Seating (26-50)	\$250.00
Restaurant (dine-in)	Seating (51-100)	\$400.00
Restaurant (dine-in)	Seating (over 100)	\$500.00

GENERAL BUSINESS

Adult Congregate Living Facility	\$100.00
Advertising Agency	\$100.00
Agricultural Nursery Products	\$100.00
Alcohol Sales	\$250.00
Auto/Boat Dealership	\$400.00
Automotive Wash/Detailing	\$100.00
Automotive Repair/Body Shop	\$200.00
Automobile Sales	\$400.00
Automobile Service Stations/Fuel Services	\$225.00
Bicycle Shop	\$100.00
Detective Agency	\$100.00
Employment Agencies	\$100.00
Home Daycare	\$100.00
Hotels/Resort/Rental Complex	\$250.00
Storage Warehouse	\$200.00
Transportation & Towing Services	\$100.00

HEALTH SERVICES

Convalescent or Nursing Home	\$500.00
Dental/Medical Laboratories	\$100.00
Hospitals	\$450.00
Nursing & Personal Care Facilities	\$100.00

Offices/Clinics for Medical Physicians	\$100.00
Osteopathic Physicians	\$100.00
INSTITUTIONAL SERVICES	
Colleges & Universities	\$100.00
Elementary & Secondary Schools	\$100.00
Schools & Educational Services	\$100.00
Vocational Schools	\$100.00
MANUFACTURING	
Blueprinting Services (maps/platting, etc.)	\$100.00
Cabinet Shop/Machine Shop	\$100.00
Concrete Ready Mix/Asphalt	\$100.00
Electronic & Other Electric Equipment/Products	\$100.00
Furniture & Household Products	\$100.00
Manufacturing (1-5 employees)	\$100.00
(6-15 employees)	\$150.00
(over 16 employees)	\$225.00
Newspaper Publishing	\$100.00
Print Shop/Publishing	\$100.00
Textile Products & Apparel	\$100.00
PERSONAL SERVICES	
Barber Shop/Beauty Salon/Nail Salon	\$100.00
Child Care Facilities/Private Schools/Daycare/ Nursery/Kindergarten	\$125.00
Dog & Pet Grooming/Pet Shop/Kennel	\$100.00
Dry Cleaning Services/Laundry/Laundromat	\$150.00
Florist (including delivery)	\$100.00
Funeral Home Providers/Crematory/Undertaker	\$150.00

Laboratory Services	\$150.00
Locksmith Services	\$100.00
Landscape/Lawn Services/Plant/Nursery	\$100.00
Massage Services	\$100.00
Pest Control Services	\$100.00
Photo Services/Photographer	\$100.00
Pressure Cleaning/Painting	\$100.00
Repair Service Facilities (electronics, appliances, etc.)	\$100.00
Swimming Pool Services	\$100.00
Tattoo Artist	\$100.00
Tax Return Services	\$100.00
Upholsterer	\$100.00

PROFESSIONAL SERVICES

Architects, Attorney, Certified Public Account, Dentist/Physician Embalmers, Engineer, Insurance Company/Agency, Psychologist Medical Related Services, Real Estate Agency/Brokers, Veterinarians (for one professional)	\$100.00
Each Additional Professional	\$100.00

RETAIL/WHOLESALE MERCHANTS

Small Retail/Wholesale is a Business having a square footage of 2100 square feet or less and less than \$10,000.00 of inventory.

The business tax receipt fee is \$100.00

Large Retail/Wholesale is a Business having a square footage of more than 2100 square feet. The business tax receipt fee is \$100.00 for up to \$10,000.00 of inventory. Each additional \$1,000.00 of inventory or fraction thereof, shall be \$6.00.

Auctioneer/Auction Houses

Automobile Dealers (New & Used)

Automobile Supply Stores

Dairy Product Stores

Department Stores

Drug Stores

Furniture & Home Furnishing

General Merchandise Store

Grocery Stores/Fruit & Vegetable Markets

Household Appliance Store

Liquor Stores

Luggage & Leather Goods Store

Lumber & Other Building Materials

Meat & Fish Markets

Men, Women and/or Children Clothing Stores

Optical Goods Store

Shoe Stores

Sporting Goods Stores

Tobacco Stores

UTILITY SERVICES

Communications/Telephone/Cable/Internet Systems	\$450.00
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Electric Power Companies	\$450.00
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Gas Companies/Sanitary Services	\$450.00
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EXEMPTIONS UNDER FLORIDA STATUTES CHAPTER 205

The exemptions listed below shall be as provided for pursuant to Florida Statutes, Chapter 205 (2016), and as they may be amended for the businesses set forth below.

Broker Associated & Sales Associates

Charitable Organizations

Disabled Persons, the Aged & Widows with Minor Dependents

Employees of a Business or Profession

Farm, Aquaculture, Grove, Horticultural, Floricultural Farming

Mobile Home Setup Operations

Non-Resident Persons Regulated by the Department
of Business & Professional Regulations

Religious Organizations/Institutions

Veterans Partial Exemption

RULES FOR APPLICATION

Business Tax Decal

\$5.00

Delinquent Fee(s) -5% penalty for each month subsequent the month of October until the delinquency is paid. The delinquency fee shall not exceed 50% of the annual business tax fee.

Penalty Fee –will be assessed in the amount of 25% of the annual business tax fee, for doing business without a license.

Transfer fee – will be assessed in the amount of \$15.00 for transferring the business tax to another location within the City's limits.