



CITY OF WESTLAKE

Building Department

4001 Seminole Pratt Whitney Road

Westlake, Florida 33470

Phone: (561) 530-5880

www.westlakegov.com

BUSINESS TAX RECEIPT APPLICATION

New Application	<input type="checkbox"/>	Address Change	<input type="checkbox"/>	Ownership Transfer	<input type="checkbox"/>	Change of Name	<input type="checkbox"/>
Company Name:							
DBA: <i>(if applicable/ Must match signage)</i>							
Business Address:							
City/State/Zip	Westlake, FL 33470		Is this a virtual or residential office?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
FEIN:	<i>(Federal Employee Identification Number)</i>						
Contact Name:							
Email Address:							
Phone Number:			Fax Number:				
Mailing Address: <i>(if different than business address)</i>							
City and State:						Zip Code:	
Type of Business:							
Description of Services Offered:							
Existing PBC BTR#							

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 expires on September 30 and must be renewed each year (and is my responsibility to renew my license prior to the expiration date.)

Applicant's Signature

Date

Print Name

Title

State of Florida

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20 _____,

by Name of Applicant: _____

who is personally known to me _____ or produced identification _____

Notary Stamp:

Signature of Notary

Name of Notary

Commission Expires _____

DOCUMENT REQUIRED FOR ALL APPLICATIONS:

All applicants shall attach with this application a current copy of following required documents:

- Certificate of Use (COU) issued by the City of Westlake’s Planning & Zoning Department (if applicable)
If a Sub-tenant, submit 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)
- 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:

- Regulatory License.
- Current certificate of insurance naming the City of Westlake as the certificate holder

Mobile Food Vendors:

- Written approval for the operation of such a business from the Palm Beach County Health Department.
- Current certificate of insurance naming the City of Westlake as the certificate holder

Pest Control Business:

- Current certificate of insurance naming the City of Westlake as the certificate holder
- 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.

Please Note:

- (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.

BTR APPLICATION PROCESS

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 Business Tax Receipt. 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 your inspection, please contact the following:

Building Inspection: Jane Jackson at (954) 319-8530

Building Inspection Fee: \$40.00

Fire Inspection: Palm Beach County Fire at (561) 233-0050. You will be billed directly by Palm Beach County Fire.

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, and 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 at (561) 530-5880 to confirm the Business Tax Receipt certificate is available.