



INFORMATION SHEET

City of Pembroke Pines – Local Business Tax Receipt Division
601 City Center Way, 4th Floor, Pembroke Pines, FL 33025
Telephone: 954-450-1062 Fax: 954-517-8402 www.ppines.com

Every business operating in the City of Pembroke Pines will need to apply for a Local Business Tax Receipt by completing a Local Business Tax Receipt & Zoning Application Form (if operating from a commercial or leased space), **or** a Restricted Local Business Tax Receipt & Zoning Application Form (if operating business from a residence). The application must be signed by owner or corporate officer and notarized. We will provide notary service at no charge provided the form is signed in our presence and a Florida Driver's License or other U.S. picture identification is presented. Payment for Local Business Tax Fees must be submitted with the application by check (temporary checks will not be accepted), money order, cashier's check, or personal check. An application **WILL NOT BE ACCEPTED WITHOUT PAYMENT**.

1. Your business must be registered and be active with the State of Florida, Division of Corporations. You can do this at www.sunbiz.org or you can call the Department of State at (850) 245-6000. If you will be using a "Fictitious Name" (DBA), this must also be registered with the State of Florida, Division of Corporations, and must show the business as the owner of the name (DBA).
2. Your business must have an active Federal Tax Identification Number (also known as FEIN). To apply for your Federal Tax ID Number, contact the Internal Revenue Service at (800) 829-3676.
3. If your business is operating from a commercial or leased space, a copy of your lease must accompany your application.
4. A copy of any county or state license required for your business or service you provide must accompany your application. (See County/State Licensing Agency Information listed below.)

Every Local Business Tax Receipt application (with the exception of the homebased business) must first be reviewed and approved by the Building and Zoning Department. The Building and Zoning Department will advise you if your business location requires any building and/or fire inspections. **INSPECTIONS ARE A SEPARATE FEE AND MUST BE PAID IN ADDITION TO THE LOCAL BUSINESS TAX RECEIPT FEE. Once all the necessary inspections have been passed, your Local Business Tax Receipt will be issued and mailed to the mailing address listed on your application.**

5. A **Broward County Local Business Tax Receipt** must also be obtained after the issuance of the Pembroke Pines Local Business Tax Receipt. This may be done at the Broward County Governmental Center located at 115 S. Andrews Avenue, Ft. Lauderdale, 954-357-4829 or online at www.broward.county-taxes.com/btexpress.

COUNTY/STATE LICENSING AGENCY INFORMATION

- **ALCOHOLIC BEVERAGE COMMISSION:** 5080 COCONUT CREEK PARKWAY, MARGATE, FL 33063 (954) 917-1350.
- **BROWARD COUNTY CERTIFICATE OF COMPETENCY BOARD:** 1 N UNIVERSITY DR., PLANTATION, FL 33324 (954) 765-4400.
- **DEPT. OF BUSINESS AND PROFESSIONAL REGULATION:** 1940 NORTH MONROE ST., TALLAHASSEE, FL 32399-1027 (850) 487-1395.
- **DEPT. OF AGRICULTURE & CONSUMER SERVICES:** TALLAHASSEE, FL (850)245-5500.
- **Food/Health Permit/Restaurant License:**
If you own a restaurant or hotel, licensing is done through **Department of Bus. & Prof. Regulation** (850) 487-1395.
If you own a convenience store, market, etc., health permit licensing is done by **Dept. of Agriculture** (800) 435-7352.
- **HRS – Broward County Child Care Licensing:** (Day Care Center or Family Home Daycare) (954) 357-4800.
- **Sales Tax Information – Dept. of Revenue:** 3301 N University Drive, Coral Springs, FL 33065 (954) 346-3000
www.myflorida.com/dor