



Dear New Business Owner,

Welcome to the City of New Port Richey!

To better assist you in acquiring your Business Tax Receipt (BTR), please review the required documentation and process.

1. The completed Zoning Clearance Application must be submitted to the Development Department for review prior to applying for the BTR. When the application has been approved;
2. The completed Business Tax Receipt Application must be submitted to the Development Department, with the required documents listed, unless not applicable:
 - Photocopy of Driver's License
 - County License(s) – BTR
 - State License - It your responsibility to know what licensure is necessary for your industry.

Examples:

- Department of Business and Professional regulations
- Department of Agriculture and Consumer Services
- Department of Health
- Department of Financial Services
- The Florida Bar
- Board of Pharmacy
- Agency for Health Care Administration
- Florida Highway Safety and Motor Vehicles
- Nonprofit Exemption – **e.g.** 501(c)(3)
- State License for Serving/Selling Alcohol
- Department of Treasury (IRS) - EIN Number Assignment, **or** Social Security Number
- Department of Revenue Sales and Use Tax
- Sunbiz – Division of Corporations
- Fictitious Trade Name
- Alcohol License

*Salons/Barbershops need a BTR, as does each cosmetologist/technician. It is the responsibility of the salon owner to ensure that all licensed cosmetologists/technicians working in the salon, which do not receive a w-2, receive a BTR. If the Salon Owner also works as a cosmetologist/technician, then he/she would need one as well.

*Professional Offices – A BTR must be obtained for the office as well as all licensed professionals unless the licensed professional is working *solely* as an employee, and receives a W-2. It is the responsibility of the business owner to ensure all licensed professionals (such as doctor, CPA, attorney, etc.) have filed for their own BTR.

*Organizations that are exempt – A BTR application is to be submitted (documentation included). However, the tax is waived.

3. To finalize your Business Tax Receipt and prior to opening your business, the premises must pass a Building & Fire Safety Inspection. To help ensure compliance with city ordinances and NFPA standards, please use this list as a guide for requirements

- Fire Extinguishers:** Every business shall have a minimum of at least one portable fire extinguisher. Depending on the type or occupancy of your business, you may be required to have more than one. (Minimum size permitted is 5lb., ABC type rated (2-A 10BC) which must be certified annually.)
- Exit Signs:** Must be illuminated with battery backup. Where exits are not readily visible, directional exit signs must be installed.
- Emergency Lighting:** Emergency lighting must be in operating condition and provide one (1) hour of battery power.
- Extension Cords/Multi-Tri Taps:** Extension Cords are considered temporary use only and Multi-Tri Taps are prohibited.

* For interior/exterior modifications, a building permit may be required. For permitting please contact Tammy Ledford at 727-853-1047, or Brittney Love at 727-853-1041.

* A final building and fire inspection will need to be scheduled prior to receiving your BTR and opening your business. Please contact Melanie Tyler to assist in scheduling.

For questions:

Zoning Clearance Application - Chris Bowman ~ 727-853-1044

Business Tax Receipts – Melanie Tyler ~ 727-853-1039

Fire Safety Inspection - Tina Anfusio ~ 727-853-1032

Sincerely,

City of New Port Richey