



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. After the approval of the application,
2. An inspection by the Building Official must be performed, please contact Melanie Tyler to schedule. Once the inspection is complete and has passed,
3. 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
 - Pasco County BTR (License)
 - 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)
- Other _____
- Department of Treasury (IRS) - EIN Number Assignment, **or** Social Security Number
- Department of Revenue Sales and Use Tax Certificate
- Sunbiz – Division of Corporations
- Fictitious Trade Name

*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, obtain 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 as an employee, and receives a W-2. It is the responsibility of the business owner to ensure all licensed professionals (such as doctor, attorney, etc.) have filed for a BTR of their own.

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

4. **Once you are 100% ready to open your doors for business, but have not yet opened, the premises must pass a Fire Safety Inspection.** To help ensure compliance with City Ordinances and the National Fire Protection Association, please use this list as a guide for requirements.

- Fire Extinguishers:** Depending on the type or occupancy of your business, you may be required to have one or more . (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

* To schedule your building inspection, contact Melanie Tyler

* To schedule your fire safety inspection, contact Tina Anfuso

Contacts:

Zoning Clearance Application - Lisa Algieri ~ 727-853-1050

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

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

Permitting – Tammy Ledford ~ 727-853-1047

Sincerely,

City of New Port Richey