

**TOWN OF LADY LAKE, FLORIDA
 BUSINESS TAX RECEIPT APPLICATION
 409 FENNEL BLVD.
 LADY LAKE, FLORIDA 32159**

For Office Use:
AMOUNT DUE: \$ _____
BUSINESS CLASSIFICATION:

*** READ ENTIRE APPLICATION BEFORE SIGNING ***

Filling out this application for a Town Business Tax Receipt does not allow the applicant to operate or engage in any type of business until the Town Clerk or Licensing Official issues a Business Tax Receipt to the applicant. Any person, firm or corporation who engages in any occupation, business, or profession without a Business Tax Receipt shall be subject to penalties according to Town Code.

☆☆ Those applicants 65 or older must fill out an application for a license, but are exempt from payment. ☆☆

PLEASE PRINT OR TYPE: DATE: _____

Business Name To Be Printed on License:
 (If individual – Last Name, First Name) _____

Physical Address of Business: _____

Address Where License To Be Mailed: _____

Number of Employees: Full Time: _____ Part Time: _____

Federal Employer Identification No.: _____

Sales Tax Number: _____

Driver's License Number: _____

State License Number: _____

Lake County Business Tax Receipt No.: _____

Phone Numbers: Business: _____ Emergency: _____

Name of Owner/Corporate Name: _____

Property Owner Name/Address/Phone: _____

Type of Business – Explain Business Operation: _____

Do you plan to place a sign on the property? _____

Is there an existing sign that you plan to modify? _____

If so, see Building Department for Sign Permit Application. (Failure to obtain the necessary permit prior to placement of the sign shall result in a double permit fee.)

Are there proposed renovations/additions to the existing structure(s)? _____

Building permit may be required – See Building Department.

Zoning Clearance Attached? Yes N/A

False Alarm Ord. Attached? Yes N/A

COMPLETE ITEMS IN THIS SECTION, IF APPLICABLE:

Barber or Beauty Shop: Number of Chairs _____

Restaurants: Seating Capacity _____ Alcohol Served? _____

Hotel, Motel, Rooming House: Number of Rooms: _____

HOME OCCUPATION BUSINESS TAX RECEIPT:

Will storage be required? _____

If so, where and what will be stored?

PERMITTED HOME OCCUPATIONS (Check One):

Office Use _____ Office Site Sales _____ Off-Site Services _____ Family Child Care Home _____

(NOTE: Home occupations are a special use of the residential property and Business Tax Receipts can be conditionally issued to protect adjacent residents and to guarantee the preservation of the residential character of the neighborhood.)

IN ORDER TO PROCESS THIS APPLICATION, ZONING CLEARANCE (IF APPLICABLE), COPY OF STATE LICENSE (IF APPLICABLE) AND COPY OF COUNTY BUSINESS TAX RECEIPT (IF APPLICABLE) MUST BE PRESENTED ALONG WITH THE COMPLETED APPLICATION. APPLICATIONS WILL BE REVIEWED BY OTHER DEPARTMENTS PRIOR TO THE ISSUANCE OF THE BUSINESS TAX RECEIPT. THIS PROCESS MAY TAKE TWO OR THREE DAYS. APPLICANT MAY PAY FOR BUSINESS TAX RECEIPT AT THE TIME OF SUBMITTAL; HOWEVER, THIS DOES NOT GUARANTEE THAT THE APPLICATION WILL BE APPROVED. IF THE APPLICATION IS DENIED, THE FEE WILL BE REFUNDED. THE FEE FOR THE BUSINESS TAX RECEIPT MUST BE PAID FOR BY CHECK OR CASH.

CERTIFICATION: I certify that all of the information contained herein is true and correct to the best of my knowledge. If any portion is found to be false, such fact may be just cause for immediate revocation of any Business Tax Receipt issued to me. It is further understood that I must comply with the codes of the Town of Lady Lake and failure to correct conditions which are in violation are punishable under the code and sufficient cause for revocation of my Business Tax Receipt. I understand that the Business Tax Receipt which I have applied for from the Town of Lady Lake is a tax only, authorized by the Florida Statutes, for the purpose of raising revenues and that it does not confer any rights other than the right to operate the business for which the Business Tax Receipt was issued. I understand that the Business Tax Receipt may be suspended or revoked by the Town Commission in a quasi-judicial proceeding upon proper complaint and proof that the holder of the Business Tax Receipt has conducted business in such a manner as to constitute a nuisance, disturb the peace and tranquility of the community or threaten the public health, safety and welfare.

Applicant's Signature

Applicant's Printed Name

NOTE: If a professional business has personnel employed who are also professionals (doctors, dentists, lawyers, etc.) and they are considered *employees* (receive wages with taxes withheld), they **do not** need to get their own individual Business Tax Receipt.

THIS PAGE TO BE COMPLETED BY TOWN OF LADY LAKE PERSONNEL

ZONING DEPARTMENT:

ZONING DEPT.: When you have completed your portion, please forward to the Building Dept.

Zoning of property _____

Is the requested use allowed in the zoning district? _____

Is a site plan required? _____ If so, explain _____

Notes: _____

Director or Zoning Specialist _____ Date _____

BUILDING DEPARTMENT:

BUILDING DEPT.: When you have completed your portion, please forward to Utilities.

Is a building permit required? _____

If so, explain: _____

Has sign permit been obtained? _____

If not, has application and site plan been presented to the Building Department? _____

Notes: _____

Building Official or Assistant _____ Date _____

UTILITY DEPARTMENT:

UTILITIES.: When you have completed your portion, please return to the Clerk's Office

Has the applicant paid for required water/sewer hookup (if applicable) _____

Notes: _____

Utilities Customer Service Representative _____ Date _____

TO BE COMPLETED BY CLERK'S OFFICE:

Are Home Occupation Restrictions Required? _____

Type of Business Tax Receipt(s) Required: (Circle) _____ State _____ County _____ Town of Lady Lake

Copies of All Required State/County Licenses or Business Tax Receipts Been Submitted? _____

County License No. and/or State License No. _____

Amount Paid & Paid By: _____

BTR Receipt No. Issued: _____

Town Clerk/Licensing Official Signature & Date _____