



Business Tax Receipt Division

1607 NW 136 Ave., Bldg. B · Sunrise, FL 33323 · P: 954.572.2352 · F: 954.572.2357

*“Any person and/or company who maintains a permanent business location or branch office within the City of Sunrise for the privilege of engaging in or managing any business, profession or occupation is required to obtain a business tax receipt.” Article II, Section 7-27 (1)(2)*

## **BUSINESS TAX RECEIPT REQUIREMENTS**

**OWNER OR AUTHORIZED AGENT MUST APPLY IN PERSON • PAYMENT IS BY CHECK OR MONEY ORDER**

Office Hours: Monday through Friday, 8:00 a.m. to 3:30 p.m. Information is also available at [www.sunrisefl.gov](http://www.sunrisefl.gov).

### **BILL OF SALE FOR TRANSFER OF OWNERSHIP**

### **CERTIFICATE OF INSURANCE**

- The business name and address in Sunrise must be listed on the certificate. For notification purposes list the City of Sunrise 1607 NW 136 Ave Bldg B Sunrise, FL 33323 as the Certificate Holder. The minimum coverage required is bodily injury liability (\$50,000 for (1) person, and \$100,000 for more than one (1) person in any one (1) accident), and property damage liability (\$5,000 for any one (1) accident, including damage to any public rights-of-way and shrubbery). *(An insurance certificate is not required for a Home or Post Office Box Business Tax Receipt.)*

### **FIRE INSPECTION**

- After you set up your facility, prior to opening, call for a “Business Tax Receipt” fire inspection. **(954) 746-3470**

### **CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLETION**

- Applicants seeking to operate a business from a building constructed within the last twelve months, or with permitted improvements, must produce a copy of the Certificate of Occupancy or Certificate of Completion. Contact the Sunrise Building Department: 1607 NW 136 Ave Bldg B Sunrise, FL 33323. **(954) 572-2354**

### **COPY OF OWNER’S OR APPLICANT’S DRIVER’S LICENSE**

### **HOME BUSINESS TAX RECEIPT**

- A signed/notarized affidavit attesting to office use only is required. Your driver’s license address must match your City of Sunrise address. If not, you can provide the original electric or water bill in your name with the Sunrise address.
- No visible outside evidence of the business. No customers or clients in your home. No product or equipment stored on the premises. No vehicular traffic generated by the home occupation. No commercial vehicles.
- A contractor using his/her home as an office, must provide a copy of your State License or Broward County Certificate of Competency. The City of Sunrise does not issue a “Handyman” license.

### **POST OFFICE BOX BUSINESS TAX RECEIPT**

- Post Office Box rentals in Sunrise may be used as a business mailing address. A copy of your rental service contract and original receipt is required. *(This does not apply to a post office box at a federal postal location.)*

### **CONTRACTORS**

- Copy of Broward County, Building Code Services Division, Certificate of Competency, 955 South Federal Hwy, Room 418, Ft. Lauderdale, FL 33316. **(954) 765-4400**
- Copy of State of Florida Department of Business and Professional Regulation license and/or certificate. **(850) 487-1395**

### **PROOF OF CORPORATE OR FICTITIOUS NAME FILING W/STATE OF FLORIDA [www.sunbiz.org](http://www.sunbiz.org)**

## **BUSINESS or PROFESSIONAL LICENSES**

- Copy of State of Florida license or Broward County certification and/or registration. For information call the State Customer Contact Center. **(850) 487-1395** or [www.myfloridalicense.com/dbpr/index.html](http://www.myfloridalicense.com/dbpr/index.html).

## **RESTAURANTS & FOOD ESTABLISHMENTS**

- Department of Business & Professional Regulation annual Hotel & Restaurant License. **(850) 487-1395**
- Department of Agriculture and Consumer Services annual food permit to operate a bakery, grocery store, or retail food outlet. **(800) 435-7352** [www.doacs.state.fl.us/fs/index.html](http://www.doacs.state.fl.us/fs/index.html)
- Grease Trap permit. All bakeries, pastry shops, and restaurants, new or transferred licenses, must obtain a permit from the Sunrise Building Department. **(954) 572-2354**
- Florida State License from the Department of Business and Professional Regulation, Division of Alcoholic Beverages & Tobacco, 5080 Coconut Creek Pkwy, Margate, FL 33063. **(954) 917-1350**

## **ADDITIONAL APPROVAL REQUIRED**

- Beauty Shops and Nail Salons must receive approval from the Building Department prior to applying for the Business Tax Receipt. **(954) 572-2354**
- Department Of Agriculture & Consumer Services registration certificate for: Bakeries, Ballroom Dance Studios, Delis, Health Studios, Meat and Produce Markets, Motor Vehicle Repair Shops, Sellers of Travel, Telemarketing Businesses. **(800) 435-7352**

## **HOME DAY CARE**

- Family Child Care Home License from the Child Care Licensing and Enforcement Dept., 2995 N Dixie Hwy, Ft. Lauderdale, FL 33334. **(954) 537-2800**
- Fire Inspection and Liability Insurance Certificate

## **ACLF (Adult Care Living Facility), COMMUNITY RESIDENTIAL HOMES and GROUP HOMES**

- Assisted Living Facility Certificate from the Department of Children and Family Services. **(850) 448-1234**
- Cooking on the premises require a Broward County Health Department Permit to Operate. **(954) 467-4700**
- Fire Inspection and Liability Insurance Certificate

## **RESIDENTIAL TREATMENT FACILITY**

- Contact the Sunrise Planning and Development Department at 10770 W Oakland Park Blvd. **(954) 746-3270**

## **PLACES OF WORSHIP/PUBLIC ASSEMBLY**

- Contact the Sunrise Planning and Development Department. **(954) 746-3270**
- Fire Inspection and Liability Insurance Certificate

## **MISCELLANEOUS INFORMATION**

- **STATE SALES TAX NUMBER** may be obtained at 3111 N. University Dr., #501, Coral Springs, FL 33065. **(954) 346-3000** or [www.myflorida.com/dor](http://www.myflorida.com/dor).
- **FEDERAL IDENTIFICATION NUMBER:** IRS requires if your business is: (1) State Corporation, (2) Sole Proprietor with employees, Keogh plan, excise tax. **(800) 829-3676**. Forms and CD-ROMs available at [www.irs.gov](http://www.irs.gov).

**FLORIDA STATE FICTITIOUS NAME / CORPORATION REGISTRATION:** **(850) 245-6058** or [www.sunbiz.org](http://www.sunbiz.org).

**ALL BUSINESSES MUST OBTAIN A  
BROWARD COUNTY BUSINESS TAX RECEIPT  
115 S. Andrews Avenue, Ft. Lauderdale, FL 33301 – (954) 831-4000  
[www.broward.org/revenue](http://www.broward.org/revenue)**