

Procedure for **LOCAL BUSINESS TAX RECEIPT (formerly Occupational License)**

- Citizen fills out one-page Application – in Planning Department, **or** printed from web page, **or** call 850/926-3695 to request fax form.
- Pay **\$20 fee** (in person or mail) to Planning Department.
- Application is reviewed by Planning Department – requires signed approval, sometimes with conditions noted.
- Application is sent to Building Department for review -- requires signed approval. Note: If the business is operating in a commercial building, it may require an inspection before approval.
- Citizen then takes Application to Tax Department and pays **\$35 fee** for License for one year. License requires renewal each year – fee increase by 10% after October 1, 15% November 1, 20% December 1, 25% January 1.
- If using a fictitious name, the name must first be registered with the Department of State, Division of Corporations (850/245-6000). If the citizen's first and last name are included as part of the business name, a fictitious name does not need to be filed.