Charlotte County Tax Collector

Vickie L. Potts

STEPS TO COMPLETE A COMMERCIAL BUSINESS LOCATION

All steps must be completed before a Local Business Tax Receipt can be issued.

- ❑ **1.) Fictitious Name, Incorporation and LLC:** Per Florida Statute 205.023 (1) The Fictitious Name must be filed with the State of Florida at www.sunbiz.org before we can issue a Business Tax Receipt. To avoid having to file for fictitious name a tax payer may use their first and last name in the business name if they wish.

- ❑ **2.) STATE LICENSE REQUIREMENTS:** When doing business in the state of Florida certain businesses are required to obtain a "State License". To find out if the type of business you are doing requires additional licensing, please click the links to find out which state department you will be required to contact.
  http://www.myfloridalicense.com/dbpr/
  http://www.freshfromflorida.com/
  http://www.dep.state.fl.us

- ❑ **3.) Zoning Department:** The location of the business and the use proposed must be approved. A **Change of Occupancy Form** must be completed. The form is available at the Charlotte County Zoning Department, located at: 18400 Murdock Circle, online at http://charlottecountyfl.com/bcs/forms.asp.

- ❑ **4.) IRS or Social Security Number :** Per Florida Statute 205.0535(6) a business tax may NOT be issued without one. Go to www.irs.gov for a Federal Tax ID Number.

- ❑ **5.) Business Tax Receipt:** The Tax Collector will issue a Business Tax Receipt for a commercial business location after all the above steps are completed. After a Business Tax Receipt is issued, it may be renewed online at http://taxcollector.charlottecountyfl.gov.

If you have questions or concerns you may email our office at taxcollector@charlottecountyfl.gov or call (941) 743-1362 or (941) 743-1911

BT- Business	Additional License Required
Adult Care Living Facility	Health and Rehabilitation Services
Accountant/CPA	Department of Business (DBPR)
Acupuncturists	Department of Health (DOH)
Airports	Department of Transportation (DOT)
Architects	Department of Business (DBPR)
Attorney	Florida Bar
Auctioneer	Department of Agriculture (DACS)
Automobile Sales	Department of Highway Safety (HSMV)
Automobile Repairs	Department of Agriculture (DACS)
Bail Bonds	Department of Financial Services (DOI)
Bakery	Department of Agriculture (DACS)
Ballroom Dancing	Department of Agriculture (DACS)
Banking	Department of Financial Services (DOI)
Bars/Lounges	Alcohol, Tobacco and Firearms
Barbers	Department of Business (DBPR)
Bingo	Department of Legal Affairs (OAG)
Business School	Department of Education (DOE)
Cemeteries/Crematories	Department of Financial Services (DOI)
Charities/Solicitors	Department of Agriculture (DACS)
Chiropractors	Department of Health (DOH)
College/Universities	Department of Education (DOE)
Company Background Checks	Department of Agriculture (DACS)
Condominiums	Department of Business (DBPR)
Contractors	Department of Business (DBPR)
Convenience Stores	Department of Agriculture (DACS)
Correctional Facilities	Department of Corrections (DC)
Cosmetologists	Department of Business (DBPR)
Credit Union	Department of Financial Services (DOI)
Crematory	Department of Financial Services (DOI)
Dance Studio	Department of Agriculture (DACS)
Daycare	Department of Children and Family
Dental Hygienist	Department of Health (DOH)
Dentist	Department of Health (DOH)
Domestic Security	Department of Law Enforcement
Driving School	Department of Highway Safety
Education/School	Department of Education (DOE)
Endangered Species	Department of Enviro Protection
Engineer	Department of Engineering
Fishing Charters	US Coast Guard/Merchant Marine
Food Processing/Packing	Department of Agriculture (DACS)
Funeral Parlor	Department of Financial Services
Gas Stations	Department of Agriculture (DACS)
Grocery Stores	Department of Agriculture (DACS)
Health Studio	Department of Agriculture (DACS)

BT- Business	Additional License Required
Home Security with Fire Arms	Department of Agriculture (DACS)
Hospital	Health Care Administration (AHCA)
Hotel/Motel	Department of Business (DBPR)
Ice Distributors	Department of Agriculture (DACS)
Interior Designers	Department of Business (DBPR)
Insurance	Department of Financial Services
Landfills	Department of Environmental Protection
Landlord/Tenants	Department of Agriculture (DACS)
Land Surveying	Department of Business (DBPR)
Loan Companies	Department of Financial Services (DOI)
Massage Therapist	Department of Health (DOH)
Meat Market	Department of Agriculture (DACS)
Mental Health Counselors	Department of Health (DOH)
Medical	Health Care Administration (AHCA)
Mobile Home Parks	Department of Business (DBPR)
Mobile Vendors	Department of Agriculture
Mortgage Broker	Department of Financial Services (DOI)
Motor Vehicle Repair	Department of Agriculture (DACS)
Moving Companies	Department of Agriculture (DACS)
Nail Tech	Department of Business(DBPR)
Nursing Homes	Health Care Administration (AHCA)
Opticians	Department of Health (DOH)
Pawn Shops	Department of Agriculture (DACS)
Personal Trainer	Department of Agriculture (DACS)
Pest Control	Department of Agriculture (DACS)
Pharmacists	Department of Health (DOH)
Private Investigator	Department of Alcohol, Firearms, and T
Produce Markets	Department of Agriculture (DACS)
Psychic	Charlotte County Code Compliance
Physical Therapists	Department of Health (DOH)
Physicians	Health Care Administration (AHCA)
Real Estate	Department of Business (DBPR)
Restaurants	Department of Business (DBPR)
Security Brokers	Department of Financial Services (DOI)
Talent Agencies	Department of Business (DBPR)
Tattoo Parlors	Physicians Letter
Taxi Companies	Charlotte County Code Compliance
Telemarketing	Department of Agriculture (DACS)
Travel Companies	Department of Agriculture (DACS)
Veterinarians	Department of Business (DBPR)
Well Drilling	SWIFTMUD
Youth Services	Department of Children and Families

A

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES (DACS)
Division of Consumer Services
2005 Apalachee Parkway
Terry Rhodes Building
Tallahassee, FL 32399-6500
1-800-HELP FLA (1-800-435-7352)
Espanol 1-800-352-9832
Out of State (850) 488-2221
Lemon Law 1-800-321-5366
www.800helpfla.com

Consumer Complaint Clearinghouse

B

FLORIDA DEPARTMENT OF FINANCIAL SERVICES (DOI)
200 East Gaines Street
Tallahassee, FL 32399-0300
Consumer Helpline: 1-800-342-2762
Main Number: 1-850-413-3100
www.fldfs.com

C

FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION (DBPR)
1940 North Monroe Street
Tallahassee, FL 32399-1027
(850) 487-1395
www.myflorida.com/dbpr

D

FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES (DCF)
1317 Winewood Boulevard
Building 1, Room 202
Tallahassee, FL 32399-0700
Main Number (850) 487-1111
Abuse Registry: 1-800-962-2873
www.myflorida.com/cf_web

E

FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS (DCA)
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100
Main Number: (850) 488-8466
www.dca.state.fl.us

F

FLORIDA DEPARTMENT OF CORRECTIONS (DC)
2601 Blairstone Road
Tallahassee, FL 32399-2500
Main Number 1-888-558-6488
Duty Officer: (850) 488-5021
www.dc.state.fl.us

G

FLORIDA DEPARTMENT OF EDUCATION (DOE)
Turlington Building, Suite 1514
325 West Gaines Street
Tallahassee, FL 32399-0400
Main Number (850) 245-0505
www.fldoe.org

H

FLORIDA DEPARTMENT OF ELDER AFFAIRS (ELDER)
4040 Esplanade Way
Tallahassee, FL 32399-7000
Main Number 1-800-963-5337
http://elderaffairs.state.fl.us/

I

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP)
3900 Commonwealth Boulevard
Tallahassee, FL 32399-3000
Citizens Services: (850) 245-2118
www.dep.state.fl.us

J

FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION (FWC)
620 South Meridian Street
Tallahassee, FL 32399-1600
Main Number (850) 488-4676
www.floridaconservation.org

K

FLORIDA DEPARTMENT OF HEALTH (DOH)
4052 Bald Cypress Way
Tallahassee, FL 32399-1701
Main Number (850) 245-4321
www.doh.state.fl.us

L

AGENCY FOR HEALTH CARE ADMINISTRATION (AHCA)
2727 Mahan Drive
Tallahassee, FL 32308
1-888-419-3456
www.fdhc.state.fl.us

M

FLORIDA DEPARTMENT OF HIGHWAY SAFETY & MOTOR VEHICLES (HSMV)
2900 Apalachee Parkway
Tallahassee, FL 32399-0500
Customer Service Center: (850) 922-9000
Complaint Against Dealer: (850) 487-2917
Emergency-Florida Highway Patrol 1-800-525-5555
www.hsmv.state.fl.us

N

FLORIDA DEPARTMENT OF JUVENILE JUSTICE (DJJ)
2737 Centerview Drive
Tallahassee, FL 32399-3100
(850) 488-1850
www.djj.state.fl.us

O

FLORIDA DEPARTMENT OF LAW ENFORCEMENT (FDLE)
P.O. Box 1489
Tallahassee, FL 32302-1489
Information Office (850) 410-7000
www.fdle.state.fl.us/index.html

P

FLORIDA DEPARTMENT OF LEGAL AFFAIRS (OAG)
Office of the Attorney General
The Capitol, PL-01
Tallahassee, FL 32399-1050
(850) 414-3300
Fraud Hotline: 1-866-966-7366
www.myfloridalegal.com

Q

FLORIDA LOTTERY (DOL)
250 Marriott Drive
Tallahassee, FL 32301
Main Number: (850) 487-7787
www.flalottery.com

R

FLORIDA DEPARTMENT OF MILITARY AFFAIRS (DMA)
St. Francis Barracks
82 Marine Street
St. Augustine, FL 32084
(904) 823-0364
www.dma.state.fl.us

S

PUBLIC SERVICE COMMISSION (PSC)
2540 Shumard Oak Boulevard
Tallahassee, FL 32399-0850
Main Number: 1-800-342-3552
Local Number: (850) 413-6344
www.psc.state.fl.us

T
FLORIDA DEPARTMENT OF REVENUE (DOR)
5050 West Tennessee Street
Tallahassee, FL 32399-0100
Main Number: 1-800-352-3671
Local Number: (850) 488-6800
http://sun6.dms.state.fl.us/dor/

U
FLORIDA DEPARTMENT OF STATE (DOS)
500 South Bronough Street
Tallahassee, FL 32399-0250
(850) 245-6500
www.dos.state.fl.us

V
FLORIDA DEPARTMENT OF TRANSPORTATION (DOT)
605 Suwannee Street
Tallahassee, FL 32399-0450
Main Number: 1-866-374-3368
Local Number: (850) 414-4100
www.dot.state.fl.us

W
FLORIDA DEPARTMENT OF VETERANS' AFFAIRS (DVA)
Mary Grizzle Building, Room 311-K
11351 Ulmerton Road
Largo, FL 33778-1630
(727) 518-3202
www.floridavets.org

X
AGENCY FOR WORKFORCE INNOVATION (AWI)
107 East Madison Street
Tallahassee, FL 32399-4120
Main Number: 1-800-342-3450
Local Number: (850) 245-7105
www.floridajobs.org

Y
EXECUTIVE OFFICE OF THE GOVERNOR (EOG)
The Capitol
Tallahassee, FL 32399-0001
Citizens' Assistance (850) 488-4441
www.myFlorida.com

Z
AGENCY FOR PERSONS WITH DISABILITIES (APD)
4030 Esplanade Way Suite 380
Tallahassee, FL 32399-0950
Main Number: (850) 488-4257
http://apd.myflorida.com

Preventing Problems

The best way to avoid consumer problems is to be alert and informed. Before buying a product or investing money, investigate the person or business. Ask friends, relatives or other knowledgeable people for recommendations. Give us a call at 1-800-HELP-FLA (435-7352) to check the complaint history of a business.

Division of Consumer Services

The Division of Consumer Services is the state's clearinghouse for consumer complaints, protection and information. The Division has responsibility for regulating various business industries operating in Florida and conducts investigations of unfair and deceptive trade practices. Our main focus is to educate Florida consumers!

The Division distributes a wide range of consumer publications available online or in brochure format free of charge. Visit us online at www.800helpfla.com, or give us a call at 1-800-HELP-FLA (435-7352) and a Consumer Education Specialist will be happy to assist you in finding the information you need.

Visit our website for a complete A-Z Resource Guide listing at: www.800helpfla.com.

The bottom line: An informed consumer is the best protection against fraud and deception!

Building Construction Services

Contractor License Guide

Charlotte County Code Section 3-2-6 (a) requires that it shall be unlawful for any person to engage in the business or act in the capacity of a contractor, or advertise as available to engage in the business, or act in the capacity of a contractor, without first obtaining a **Certificate of Competency** or being duly certified by the state.

This guide has been developed to assist you in obtaining a Certificate of Competency (Contractor License) from Charlotte County.

To obtain a contractor license you are required to submit the following with your application:

Documentation of related experience, see back for number of years required. Documentation is to be on letterhead stationery from the employer(s), indicating **the exact dates of employment, type of work and duties performed, and must be notarized**.

- If you are applying for a license as an individual (legal first and last name) you only need the information above, otherwise you are required to submit the following with your application:
- **If you are applying for a license under a fictitious name**, provide a copy of the fictitious name recording that has been registered with the Secretary of State of Florida.
- **If the company is a corporation**, provide a copy of Certificate of Incorporation, minutes indicating current officers names and titles and a Resolution of Authorization (this states that the applicant is authorized to apply for a license to qualify the corporation).
- **If a partnership**, you will need to complete the Partnership Agreement Form.
- **Letters of reciprocity** are accepted from the county from which the exam was taken, stating exam date, type of exam, and grade received (75% or higher is required). Letters of reciprocity **must** include the number of years experience submitted by the applicant prior to taking the exam. Both trade and business, and law exams are required. The exam taken MUST be the same exam Charlotte County offers. NO SUBSTITUTIONS ARE ALLOWED.
- **Copy of current picture identification** such as a driver's license **with current home address shown**.
- **A credit report sent directly to this office from the credit bureau** on your personal credit and your business credit must be provided. If you are applying to change the company name, you will need a credit report on the old company name also.
- **A check for the application fees** made out to the Charlotte County Board of County Commission (CCBCC) for the licensing period. (Fees are listed in the table below.) Please call 941.743.1201 if you are unsure of the amount due. **This fee is non-refundable after the application is reviewed.**
- **A passport type photo** of yourself attached to the application.
- **An original certificate of insurance on worker's compensation** showing **Charlotte County Building Construction Services** as the certificate holder which indicates the insured's name, company name and address, and the policy number. If exempt, submit a copy of the approved worker's compensation exemption from the Department of Labor (State). Proof of insurance is not required until the application is approved. Certificate must be in the exact name of the business in which you are to qualify and must indicate that the qualifier is covered under the policy if this division is not also provided with a worker's compensation exemption for the qualifier.
- **An original certificate of insurance** stating general liability with limits of $300,000 bodily injury and $50,000 property damage or $300,000 combined single limit liability (State Electrical Board limits are higher) showing **Charlotte County Building Construction Services** as the certificate holder which indicates the insured's name, company name and address, and the policy or binder number. Proof of insurance is not required until the application is approved. Certificate must be in the exact name of the business in which you are to qualify.

Construction Trades Requiring Licenses

Acoustical & Insulation
Air Conditioning
Aluminum
Asphalt Paving and Surface Coating
Registered Builder Class B
Building Demolition—Non-Explosive
Carpentry -Structural
Cabinetry-Trim
Ceramic Tile and Marble
Concrete/Masonry
Concrete/Place & Finish
Door/Window/Garage Door
Drywall
Electrical Master/Journeyman
Fence
Registered General Class A
Grade/Fill/Clear/Excavation
Home Inspector
Jobsite Cleanup
Commercial Landscaping
Lawn Irrigation
Marine Construction
Mechanical-A/C
Painting
Pile Driving
Plaster/Stucco/Spraycrete
Plumbing-Master/Journeyman
Registered Residential Class C
Roofing
Sign-Electrical/Non-Electric
Structural Steel
Swimming Pool Water Treatment
Registered Swimming Pool Class A/B/C
Underground Utilities

- **Copy of current active state registration license** is required for the following trades: General, Building, Residential Contractor, Master Electrician, Master Plumber, Air Conditioning (A,B,C), Mechanical, Swim Pool (A,B,C), Roofing, Sheet Metal, Underground Utility, or Solar Energy. **If you do not currently hold a state registration for the above categories**, once the license has been issued by the county, the applicant **must** register with the Department of Business & Professional Regulations and provide Charlotte County Building Construction Services Department with a copy of the state registered license **prior to conducting business**.

Contractor Licenses Offered by Charlotte County:

**** Exams are required for all licenses EXCEPT Job Site Cleanup ****

Name of License	Years of Experience Required	Application Fee
Acoustical & Insulation	3 yrs.	$150.00
Air Conditioning:Class A (unlimited size)	4 yrs.	$200.00
Air Conditioning:Class B (size limits)	4 yrs.	$200.00
Aluminum/Concrete	4 yrs.	$200.00
Asphalt Paving and Coating	3 yrs.	$150.00
Building Class B	4yrs.	$250.00
Building Demolition (Non-explosive)	4 yrs.	$150.00
Carpentry -Structural	3 yrs.	$150.00
Ceramic Tile, Terrazzo & Marble	3 yrs.	$150.00
Concrete/Masonry	3 yrs.	$150.00
Concrete Place & Finish	3 yrs.	$150.00
Door/window/garage door	3 yrs.	$150.00
Drywall	3 yrs.	$150.00
Electrical: Master	6 yrs.	$200.00
Electrical: Journeyman	4 yrs.	$50.00
Fence	3 yrs.	$150.00
General Class A	4 yrs.	$300.00
Glass & Glazing	3 yrs.	$150.00
Grade, Fill, & Clearing	3 yrs.	$150.00

Home Inspector (Home Inspectors must meet the requirements as outlined above **and** additional requirements in Charlotte County Code 3-2-22 (b) (4) (o). A minimum score of 545 is required on the National Home Inspectors exam in order to qualify for a Home Inspector's license.	3 yrs.	$150.00
Job Site Cleanup	3 yrs.	$150.00
Landscaping-Commercial	3 yrs.	$150.00
Lawn Irrigation	3 yrs.	$150.00
Marine Construction	3 yrs.	$150.00
Mechanical	4 yrs.	$200.00
Painting	3 yrs.	$150.00
Pile Driving	3 yrs.	$150.00
Plaster, Stucco, & Spraycrete	3 yrs.	$150.00
Plumbing: Master	6 yrs.	$200.00
Plumbing: Journeyman (not req.)	4 yrs.	$50.00
Residential Class C	4 yrs.	$200.00
Roofing	4 yrs.	$200.00
Sign: Non-electrical	3 yrs.	$150.00
Sign: Electrical	3 yrs.	$150.00
Structural Steel	3 yrs.	$150.00
Swimming Pool/Spa: Water treatment and cleaning	3 yrs.	$150.00
Swimming Pool/Spa: Class A-Commercial	4 yrs.	$200.00
Swimming Pool/Spa: Class B-Residential	4 yrs.	$200.00
Swimming Pool/Spa: Class C-Maint./Repair	4 yrs.	$200.00
Underground Utility	4 yrs.	$200.00