



CHARLOTTE COUNTY BUSINESS TAX APPLICATION

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), If your business will be registered with a Fictitious name or Corporation you must register with Division of Corporations at www.sunbiz.org. 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". If your business requires any type of State License to operate please submit a copy with your application.
- 3.) Department of Revenue Sales Tax Registration Certificate if required:**
<http://floridarevenue.com/taxes/eservices/Pages/registration.aspx>
- 4.) IRS or Social Security Number:** A Social Security Number or Federal Tax Id Number is required Per Florida Statute 205.0535(6). Go to www.irs.gov/ for a Federal Tax ID Number.
- 5.) Business Tax Receipt:** The Tax Collector will issue a Business Tax Receipt after all the above steps are completed. Please contact our office prior to submitting your application for payment amount which is due at the time of the application.
- 6.) Business Tax Receipts** are renewed annually and you can sign up for e-billing or visit our website: <https://taxcollector.charlottecountyfl.gov/>

TO SUBMIT APPLICATIONS ON-LINE CLICK ON THE LINK BELOW

<https://charlotte.county-taxes.com/btexpress>

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>. **941-743-1964**

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