



STEPS TO COMPLETE A COMMERCIAL BUSINESS LOCATION

(Updated June 2010)

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)
 - a. Per Florida Statute 865.09 (d) The Fictitious name must be advertised in the local news one time, we will need to see copies of the advertisement.
 - b. The Fictitious Name must be filed with the State of Florida at www.sunbiz.org before we can issue a Business Tax Receipt. A tax payer may use their first and last name in the business name if they wish.
2. **Zoning Department:**
 - a. 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 18500 Murdock Circle, Building (B) room 105 or online at <http://charlottecountyfl.com/bcs/forms.asp>. Please note that different uses have different parking requirements. Verification of the amount of parking space on site will be required.
 - b. Once the Change of Occupancy form is completed and submitted, inspection visits for plumbing, electric, fire and zoning will be scheduled and inspection is \$101.
 - c. If property is on septic, you must obtain an authorization form from the Health Department in Building (B) room 203, and pay a fee ranging between \$50 and \$55, depending on system.
 - d. A Certificate of Occupancy will be issued by the Building Construction Services Department. Please note that whether a business is moving into an existing building or a new structure, it must still obtain a Certificate of Occupancy.
3. **IRS or Social Security Number (last four digits):** Per Florida Statute 205.0535(5) a business tax may NOT be issued without one. Go to www.irs.gov for a Federal Tax ID Number.
4. **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 www.cctaxcol.com.