



APPLICATION FOR COMMERCIAL BUSINESS TAX RECEIPT (BTR)

THIS IS STEP 2 IN THE BTR PROCESS.

IF YOU HAVE NOT DONE SO, YOU MUST FIRST SUBMIT AN APPLICATION FOR ZONING CERTIFICATE AND RECEIVE APPROVAL FOR ZONING.

Instruction and forms may be found at the Town of Lake Park Website, Community Development Department under the title “Business Tax Receipt Zoning Certificate” at

<https://www.lakeparkflorida.gov/sites/default/files/Zoning%20Certificate%20%282020%29.pdf>

IF YOU HAVE RECEIVED ZONING APPROVAL:

- Complete the Town of Lake Park Business Tax Receipt (BTR) Application. This may be downloaded from the Town’s website www.lakeparkflorida.gov/cdd/other then click the title **BUSINESS TAX RECEIPT APPLICATION**. The application consists of 3 pages. Any business that sells merchandise (even as a secondary use) must provide a value for the merchandise in the Inventory Affidavit. This must be notarized.
- Submit to the Community Development Dept. the application and the following required documents (that would have been compiled as part of Step #1)
 - Sunbiz verification of a Florida Incorporation OR Fictitious Name
 - Copy of County issued Business Tax Receipt
 - Signed Inspection sheet – Fire and Zoning
 - * State Professional or Business License, if applicable

While Town Hall is closed to the public, the application and supporting documents may be submitted electronically, mailed, or placed in the secured drop box on the west side of the Town Hall building.

- The Community Development Department will then review and notify you of the amount due for your annual BTR fee, based on your business category. This fee must be paid to complete the process. Payment may be via check, or by credit card over the phone to our Finance Dept. at 561-881-3350, ext. 354.



- In approximately 2-3 weeks (after final payment is received) you will receive your Business Tax Receipt, which should be displayed in your business.

PLEASE NOTE

- **ALL SIGNAGE, INCLUDING WINDOW SIGNS REQUIRES SEPARATE SIGNAGE PERMITS PRIOR TO INSTALLATION. These applications are also available on the Town website: www.lakeparkflorida.gov/cdd/other**
- **A BUSINESS TAX RECEIPT MUST BE OBTAINED WITHIN 30 DAYS OF OPENING A BUSINESS.**

Town of Lake Park Community Development Department,
Park Ave., Lake Park, FL 33403.

535

Tel. 561-881-3320

**FOR OFFICIAL USE ONLY
TO BE COMPLETED BY STAFF**

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

Documents needed to complete Local Business Tax Receipt:

- ___ Copy of Fictitious Name Registration or proof of exemption
- ___ Copy of Articles of Incorporation
- ___ Copy of State of Florida Professional or Business License (if applicable)
- ___ Copy of Palm Beach County Business Tax Receipt
- ___ Inventory Affidavit

Business Tax Receipt Classifications:

- | | | |
|----------|----------|----------|
| 1. _____ | 4. _____ | 7. _____ |
| 2. _____ | 5. _____ | 8. _____ |
| 3. _____ | 6. _____ | 9. _____ |

Business Tax Receipt Fee \$ _____ Full Year () ½ Year ()

Total Due \$ _____

AFFIDAVIT

I, _____, affirm that the above information is true and correct to the best of my knowledge. If my Business Tax Receipt is based on stock of merchandise, I authorize the Town of Lake Park Tax Collector or designated Officer to audit my business inventory to verify the value of the stock of merchandise. I further affirm that I will report any changes of organization or operation of this business by completing a new Business Tax Receipt Application. I understand that it is unlawful for any person to engage in any trade, business, profession or occupation within the Town without obtaining a Business Tax Receipt. I further acknowledge that a Business Tax Receipt must be obtained from the Town within 30 days of the opening of establishment of the business, profession or occupation within the Town.

Signature of Applicant

Date

Title of Applicant



**LOCAL BUSINESS TAX RECEIPT
INVENTORY AFFIDAVIT**

Date _____

As () Owner or () Agent of _____, I certify that the value of the inventory of merchandise for this business at the end of the PRIOR calendar year and reported to the Internal Revenue Service was:

\$ _____.

-- OR --

If the business was started after December 31st of the previous year, the estimated inventory value 60 days after the business started, is expected to be:

\$ _____.

Business Owner Signature

Print Business Owner Name

THIS AFFIDAVIT MUST BE NOTARIZED.

The foregoing instrument was acknowledged before me on this _____ day of _____ 20 ____, by _____ who is
Name of person acknowledging
personally known to me or who has produced _____ as
Type of identification
identification.

_____, Notary Public
Signature of Notary Public

STATE OF _____

(Notary Seal)

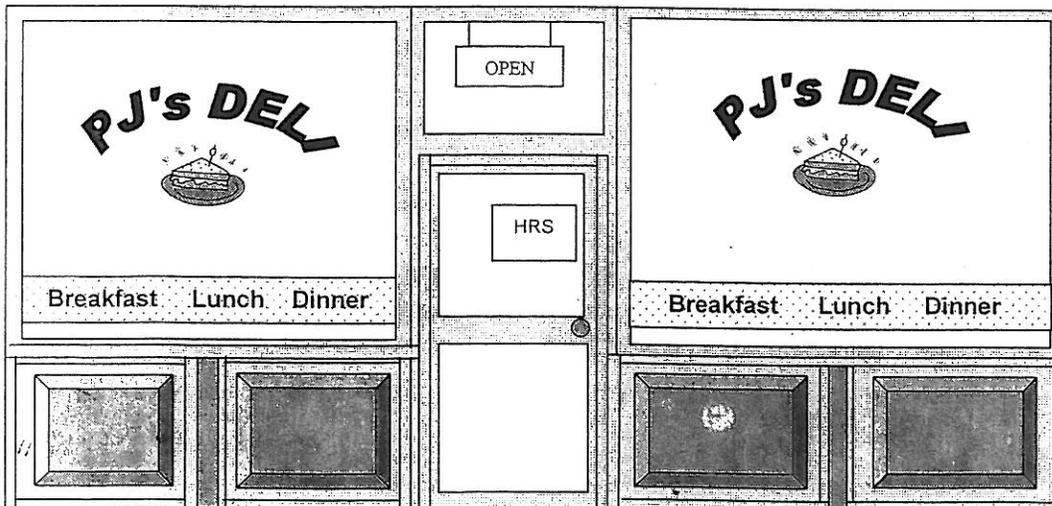


WINDOW SIGNAGE

Pursuant to the NEW Town Code Section 70-103(5)(e):

- A PERMIT IS REQUIRED FOR ALL WINDOW SIGNAGE LOCATED ON OR WITHIN 15 FEET OF THE INTERIOR OF A BUILDING GLASS
- CONTENT: Business name, logo, address, telephone number, hours, open or closed, credit cards or a similar message that provides the customer with information about the business's operation and messages regarding goods and services for sale
- TYPE: Includes plastic signs, signs made of vinyl letters, painted or neon signs (interior illuminated or exposed unshielded light source). Stand alone lettering is discouraged. Paper, cardboard and hand-written signs are prohibited. Maximum of ONE Neon sign per business, with the exception of convenience stores that may have up to four "logo" neon signs that meet the allowable square footage (*with the exception of the Park Avenue Downtown District-PADD, where ONE Neon Sign per business still applies*).
- LOCATION: Can be painted, attached, or projected upon or within the exterior or interior of a building glass area, including doors. **An organized arrangement will be encouraged.**
- HEIGHT & SIZE: Maximum size is 25% of the glass area to which it is attached. Square footage will be added to other allowable business sign square footage. *The only exception is for properties located along Northlake Boulevard, whose size limit is the lesser of 20% of the glass area or 100 square feet.*
- TIME LIMIT: Permanent until modified, at which time a new permit is required.
- FEE: \$50 per application

ALL APPLICATIONS ARE SUBJECT TO THEIR OWN REVIEW AND APPROVAL.



Typical Store Front Window Sign Plan

For further info please contact:

Town of Lake Park
Community
Development
Department
535 Park Avenue
Lake Park, FL 33403

561-881-3318