

FAQ's

Frequently Asked Questions

About doing business within the geographic boundaries of the Town of Lake Park

NEW BUSINESS APPLICATION PROCESS

I want to open a business in Lake Park. What forms do I have to fill out?

In order to operate a business you will have to verify that the location meets all applicable codes of the Town of Lake Park. You do this by filling out a Zoning Compliance Request form from the Community Development Department. This form will be reviewed and if everything complies with the Code of Ordinances the department will issue a letter stating that your request complies with the code. Once you are ready to open your business you will be required to pay and obtain a business tax receipt for the business. This is also done through the Community Development Department. You will also be required to pay a tax to Palm Beach County. If your particular business requires a state of Florida license you will have to obtain that in order to proceed.

Where do I get the forms?

You can find most forms on the Town's website under Community Development or you can pick them up at Town Hall. We can also mail or fax them to you.

Our contact information is:

Town of Lake Park, Florida 33403

561-881-3318 561-881-3323 (fax)

www.lakeparkflorida.gov (*navigate to Community Development*)

What costs can I expect?

When you fill out applications or forms you will be required to pay an administrative fee that covers the cost of staff time in processing the form or application. That fee will change depending on the amount of work the particular application or form requires. The more time it takes staff to process, the higher the fee.

You will have to pay for and obtain a business tax receipt (*this is in addition to the administrative fees*).

Can you explain the actual steps I will have to go through to receive the zoning compliance letter and obtain the business tax receipt?

In most situations you will have to do the following:

1. Obtain a zoning compliance request form; fill it out; provide proof of licenses (*if applicable*); turn all the documents in to the Community Development Department (*the request must be complete or we will not accept it until it is*); and pay the administrative fee. At this point we will review the application and will start the inspection process.

2. The next step is to receive the necessary/applicable inspections for the business site. You will need to have the site inspected by the Building Department, the Fire Department, Public Works and the Zoning Department. The Community Development Department will contact you to arrange for on site inspections by the Building Department and the Fire Department. The other inspections are done internally and you will be notified if there are any problems or conflicts with the Code.

3. The next step is notification that you have passed all inspections. At this point you will be required to fill out a business tax receipt application and pay the annual tax. In filling out the business tax receipt you will be required to provide a copy of your fictitious name registration or proof of exemption, and any copies of Florida licenses (*if applicable*).

4. After you have paid the annual business tax you will receive the zoning compliance letter. At this point we will sign the Palm Beach County tax application confirming your compliance with all applicable codes which you will then take to the County office and pay their annual tax. You must then return a copy of the county paid receipt and we will issue you the Town's local tax receipt. At this point you will have completed the process for opening your business.

5. You will be expected to renew your annual business tax receipt every year by September 30th.

What if I don't meet the requirements of the Code?

If your proposed business does not meet the requirements of the Code you may be able to apply for a special exception or a variance. The Community Development Department can advise you on this. If a special exception or variance is required you will have to present your request to the Planning and Zoning Board and in the case of the special exception to the Town Commission. There is no guarantee that you will receive relief and it can take months to go through this process.

BUSINESS TAX RECEIPT PROCESS

When do I have to pay for and obtain a business tax receipt?

You must obtain and pay for a business tax receipt within 30 days of the opening or establishment of your business.

What is required to obtain a business tax receipt?

You must fill out an application with the Community Development Department and provide a copy of your fictitious name registration or proof of exemption, and any copies of Florida licenses (*if applicable*). You must pay all applicable fees. You are also required to obtain a County business tax receipt and provide us with a copy of it before we will release the copy of the Town's tax receipt. In order to receive the county receipt you will be required to prove that you comply with all local Codes. In order for us to sign off and provide the required proof we will need the Zoning Compliance Request filled out according to the procedure outlined above.

What are the effective dates of the business tax receipt?

The business tax receipt is valid from October 1 until September 30. The receipt expires on September 30 each year.

How can I find out the amount I will be charged for the business tax receipt?

You can find out in two ways. The first is to contact the Community Development Department at 535 Park Ave. Lake Park Fl or call 561-881-3318 and they can tell you what your tax will be. The second is to look at the fee schedule in the Town Ordinance which you can find online. You can access the Town Code online by going to the Town's website at www.lakeparkflorida.gov. On the left hand side of the page click on Community Development and then click on Lake Park Code of Ordinances Online. Navigate to Chapter 28, Article II, Section 28-66.

What happens if I don't pay?

It is illegal to operate a business without obtaining a business tax receipt. Failure to pay the business tax receipt will result in fines, civil actions, collection costs, attorney fees, and penalties.

How do I renew my annual business tax receipt?

It is your responsibility to file the renewal form every year and pay the tax. The Town will mail an annual renewal form to your last known address but failure to receive that notice does not relieve you from the responsibility to file and pay for the renewal on an annual basis.

What if I operate more than one business? Does my tax receipt cover all the businesses?

Each location or business is considered to be a separate and distinct business and as such each must pay the appropriate fee.

I am an out of town building contractor. What is required to work within the boundaries of Lake Park?

In order to do work within the boundaries of the Town you will have to register with the Community Development Department and pay an administrative fee to process the registration. In order to register you will have to provide proof that you carry a general liability insurance policy. That liability policy must name the Town of Lake Park as certificate holder. You must also provide proof that you carry workmen's compensation insurance or proof of exemption.

I own a lawn maintenance company and I don't have an office in Lake Park. Do I have to pay a business tax receipt to the Town?

Yes. You are subject to the business tax receipt. Any out of town business that is not regulated by the Department of Business and Professional Regulation is required to pay the business tax receipt.

I am buying an existing business. Do I have to get a new business tax receipt?

Yes. You have to get a new receipt in your name. However, the cost is reduced and you will be required to pay a transfer fee of up to 10% of the annual business tax but not less than \$3 or more than \$25.

I am moving my business from one location to another do I have to get a new business tax receipt?

Yes. Actually, you have to transfer the receipt to the new location which requires an updated receipt with the correct address on it. However, the cost is reduced and you will be required to pay a transfer fee of up to 10% of the annual business tax but not less than \$3 or more than \$25.