



## INSTRUCTIONS FOR OPENING A BUSINESS IN LAKE PARK

All businesses located in the Town of Lake Park must obtain a Town Business Tax Receipt (BTR)

Obtaining a BTR in the Town of Lake Park is a **TWO-STEP** Process, resulting in:

1. Certificate of Zoning Approval
2. Business Tax Receipt

There are separate forms for each of the 2 steps.

The 2-step process is required for all new businesses, location transfers of existing business already located in the Town, and change in ownership or name of an existing business.

**PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS.**  
**KEEP THESE INSTRUCTIONS FOR REFERENCE DURING THE PROCESS**

### **STEP #1: CERTIFICATE OF ZONING APPROVAL**

#### **Zoning Certificate Application Package.**

The package may be downloaded from the Town's website [www.lakeparkflorida.gov/cdd/other](http://www.lakeparkflorida.gov/cdd/other), then click the title **BUSINESS TAX RECEIPT ZONING CERTIFICATE**

1. Fill out page 1 & 2 of the Town's Zoning Certificate application and the top half of the Palm Beach County BTR application which is included in the packet.

- All required information must be provided by applicant; do not leave any required lines blank or it will not be accepted (if a field is not applicable, insert N/A). Email addresses and phone numbers are required. All information must be legible.
- Make sure that business name, description, number of employees and all other information match on both the Town application and the County's.



- Submit application and fee to the Community Development Department. Fee: \$175 (includes \$125 application fee + \$50 inspection fee)

While Town Hall is closed to the public, the application may be submitted electronically, mailed, or placed in the secured drop box on the west side of the Town Hall building. Payment may be via check, or by credit card over the phone one day after submittal to our Finance Dept. at 561-881-3350, ext. 354

2. Following submittal of a completed application, the Community Development Department will review your proposed business use and location to determine if it is allowed in the zoning district, and whether the location has adequate parking for the type of business, based on Town Code. The Department will give Preliminary Zoning approval and will sign off on the County BTR form.

**PLEASE NOTE THIS REPRESENTS INITIAL ZONING APPROVAL ONLY, IT DOES NOT INCLUDE FINAL ZONING APPROVAL OR BUSINESS APPROVAL.**

3. The Department will e-mail you a copy of the signed County BTR form. Print it out IN COLOR and submit to a Palm Beach County Courthouse to obtain the County BTR. Information on how to do this is in the packet.

4. Contact Palm Beach County Fire-Rescue (PBCFR) at 561- 233-0050 to schedule a fire inspection. Upon approval, the Fire Inspector will sign off on your form. You will be billed a fee (currently \$75 separately by PBCFR their fee is subject to change at any time).

5. AFTER that Fire inspection, and when the business has been set up, contact the Lake Park Planning Division at-561-881-3320 to schedule the on-site zoning inspection. Zoning sign-off required for inspection

6. Make sure you have the following documents together, that you will submit in Step 2:

- Sunbiz verification of a Florida Incorporation or Fictitious Name (DBA)
- Copy of County issued Business Tax Receipt
- Signed Inspection sheet – Fire and Zoning
- State Professional or Business License, if applicable.

You are now ready for Step #2



## STEP 2: BUSINESS TAX RECEIPT

- 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](http://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](http://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,  
535 Park Ave., Lake Park, FL 33403.**

**Tel. 561-881-3320**

TOWN OF LAKE PARK  
535 Park Avenue  
Lake Park, Florida 33403  
Phone (561) 881-3318  
Fax (561) 881-3323

# Zoning Certificate



FOR COMMERCIAL LOCATIONS ONLY

A NON-REFUNDABLE ADMINISTRATIVE FEE OF \$125.00 AND ZONING INSPECTION FEE OF \$50 IS DUE AT TIME OF SUBMITTAL (TOTAL = \$175). APPLICATION PROCESS MUST BE COMPLETED WITHIN 30 DAYS OF BUSINESS OPENING. BUSINESSES OPERATING IN VIOLATION OF THE TOWN CODE OF ORDINANCES WILL BE SUBJECT TO ENFORCEMENT ACTIONS.

- **FOOD ESTABLISHMENTS** MUST SUBMIT THE STATE FOOD INSPECTION REPORT *PRIOR* TO OPENING
- **ALL BUSINESS ESTABLISHMENTS** MUST SUBMIT THE FIRE & ZONING INSPECTION SHEET *PRIOR* TO OPENING
- **ALL APPLICABLE UTILITY APPROVALS** MUST BE SECURED *PRIOR* TO OPENING

DATE: \_\_\_\_\_ BUSINESS LOCATION \_\_\_\_\_

## Business Information:

New Business     Ownership Transfer and/or Name Change     Location Transfer     Additional Business

(Select Location transfer only if  
business is transferring from an  
existing Lake Park Address)

**DATE BUSINESS OPENED:** \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ (required to receive Town e-mail updates)

Name of Business: \_\_\_\_\_

Name of Business Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Business Website Address: \_\_\_\_\_

## Property Owner:

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner E-Mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

## Business Details:

Type of Business Proposed: \_\_\_\_\_

Is this an Accessory Use to another business?     Yes     No    Hours of Operation: \_\_\_\_\_

Please explain proposed business operation in detail: \_\_\_\_\_

Unit Size (Sq. ft.): \_\_\_\_\_ Max. Number of Employees: \_\_\_\_\_ Number of Parking Spaces: \_\_\_\_\_

### Please provide each of the following, if applicable:

- Fictitious Name Registration or proof of exemption
- Corporation Registration/Articles of Incorporation/LLC
- State Business or Professional License(s), if applicable



**NOTE: SECURITY MEASURE/SECURITY CAMERA SYSTEM REQUIREMENTS PURSUANT TO TOWN ORDINANCE NO. 01-2020, (ATTACHED) WILL BE ENFORCED – PLEASE COMPLETE THE FOLLOWING IN ITS ENTIRETY PRIOR TO SUBMITTING THIS APPLICATION.**

**A CONVENIENCE BUSINESS THAT OFFERS POINT-OF-SALE TERMINAL/CASH REGISTER TRANSACTIONS AT ANY POINT BETWEEN THE HOURS OF 11:00 P.M. AND 5:00 A.M.**

**(EXCLUSIONS = Restaurants; Businesses with at least 10,000 square feet of retail space; Businesses that have a minimum of 5 employees on duty at ALL times between 11:00 A.M. and 5:00 A.M.; and buildings operated with 24-hour onsite security, or 24-hour camera monitoring of the building, including parking areas).**

- (1) Do you offer point-of-sale terminal/cash register transactions OR are you a retail or commercial business that is open for business to the public at any time between the hours of 11:00 p.m. and 5:00 a.m. (which does not meet any exclusion provided above):**  Yes  No (If you answer NO, you may stop here)
- (2) If you responded YES to Question #1 and based on the descriptions provided, will you be providing a security camera system per the requirements listed below (Note: it will be inspected by PBSO since this is a requirement):**  
 Yes  No
- (3) If you responded NO to Question #2, please explain why:** \_\_\_\_\_

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**SECURITY CAMERA SYSTEM REQUIREMENTS – YOUR SECURITY CAMERA SYSTEM MUST ADHERE TO THE FOLLOWING:**

- (a) Required security measures for Businesses with a Point-of-Sale Terminal or cash registers.** The following security measures are required for all Point-of-Sale Terminals equipped businesses **and** Late-night businesses, except for Late-night Businesses located within Secured Buildings.
  - (1) Every business that is open to the public with a Point-of-Sale Terminal or cash registers shall maintain a video or security camera system that is capable of monitoring, recording and retrieving clear and identifiable images and videos to assist law enforcement personnel in offender identification and apprehension. Said system shall comply with all of the following standards:**
    - i. Be operable at all times;**
    - ii. Be readily available for viewing by employees;**
    - iii. At least one camera shall be maintained on site which is capable of surveilling the interior of the business;**
    - iv. At least one camera shall be maintained on site which is capable of surveilling the business' parking areas; and**
    - v. Retain and produce upon the request of law enforcement any recording for a period of 72 hours from the date of recording;**
  - (2) All Late-night businesses shall maintain a clear and unobstructed view from outside of the building of the cash register and sales transaction area.**
  - (3) Establishments that meet the requirements of a Convenience Business as set forth in F. S. § 812.171, are hereby exempt from the requirements of this section.**

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**Please provide each of the following, if applicable:**

- Fictitious Name Registration or proof of exemption
- Corporation Registration/Articles of Incorporation/LLC
- State Business or Professional License(s), if applicable

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

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**ZONING APPROVALS**

Initial Zoning Use:    Approved     N/A     Date \_\_\_\_\_    Init \_\_\_\_\_

Zoning District: \_\_\_\_\_    Section Citation: \_\_\_\_\_

Use: \_\_\_\_\_

Description: \_\_\_\_\_

Additional Zoning  
Conditions: \_\_\_\_\_

**Public Works/Sanitation**    Approved     N/A     Date \_\_\_\_\_    Init \_\_\_\_\_

**INSPECTIONS \***

***\* Units must be set up and ready for inspection prior to inspections being scheduled – ALL inspections must be scheduled at least 24 hours in advance\****

Palm Beach County Fire-Rescue  
(billed separately through PBCFR)    Approved     N/A     Date \_\_\_\_\_    Init \_\_\_\_\_

Zoning  
(included within Application Fee)    Approved     N/A     Date \_\_\_\_\_    Init \_\_\_\_\_

(To include landscaping, parking, height, setbacks, as applicable)

IF additional approvals are required, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Community Development Zoning Certificate Approval**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**\*A copy of the completed Zoning Certificate Application will be e-mailed to Applicant\***

**Version: 07/24/2018. All previous versions are obsolete**



**ANNE M. GANNON**  
**CONSTITUTIONAL TAX COLLECTOR**  
*Serving Palm Beach County*  
 www.taxcollectorpbc.com

[County Ordinance 72-1 and FS 205.0535(5)]  
 No business tax receipt shall be issued until applicable county and state laws are complied with including, but not limited to, building, zoning, construction industry licensing, fire control and health.



## Application Requirement Guide for Local Business Tax Receipt

### APPLICATION REQUIREMENT GUIDE (CHECKLIST)

**\*\*Please complete application on reverse side.\*\***

- COMPLETE APPLICATION (first box on reverse side)**
- ATTACH A COPY OF FICTITIOUS NAME REGISTRATION (if applicable):** [www.sunbiz.org](http://www.sunbiz.org)
- OBTAIN ZONING APPROVAL (one of the following):**
  - Municipal/City Business Tax Receipt (If business is located within city limits, submit this application to the city for zoning approval). **\*\*OR\*\***
  - Unincorporated - Palm Beach County Zoning Approval (If business is located in unincorporated Palm Beach County) submit this application to Palm Beach County Planning, Zoning & Building for approval [2300 N. Jog Rd. West Palm Beach-Vista Center 561-233-5200].
- COPIES OF STATE OR COUNTY CERTIFICATIONS/LICENSE (if applicable):**
  - Dept. of Business and Professional Regulation (850-487-1395)
  - Child Care Facilities must be registered by Palm Beach County Dept. of Health (561-840-4500)
  - State of Florida Dept. of Health (850-488-0595)
  - Certified Contractors must be licensed by Palm Beach County Construction Industry Licensing Board (561-233-5525) or Department of Business and Professional Regulation (850-487-1395)
  - State of Florida, Dept. of Agriculture and Consumer Services (800-435-7352) for food outlets, auto repair, health and dance studios, telemarketers and travel agencies must provide permit, registration or exemption.
  - Restaurateurs and mobile food unit operators must provide a copy of approved inspection report from the Division of Hotel & Restaurants (850-487-1395) or obtain an authorizing signature on the application (reverse side).
  - Banks, mortgage brokers, finance companies, and stockbrokers must be registered with the State of Florida Office of Financial Regulation (850-410-9805).

NOTE: Price quotes are only valid if received and posted in the Tax Collector's computer system within the same month of quote.

**Palm Beach County Local Business Tax Receipt is in addition to, not in lieu of, any license required by law or municipal ordinance (County Ordinance 72-7).**

Further information can be obtained by calling (561) 355-2272 or visiting our website: [www.taxcollectorpbc.com](http://www.taxcollectorpbc.com)

**Mail completed application to:**  
 Palm Beach County Tax Collector  
 Attn: Business Tax Department  
 P.O. Box 3353  
 West Palm Beach, FL 33402-3353

**\*\*OR\*\***

**Visit one of our locations with the completed application:** (Monday – Friday 8:15 am to 5:00 pm)

**Belle Glade Service Center**  
 PBC Glades Office Building  
 2976 State Road 15  
 Belle Glade, FL

**Lake Worth Service Center**  
 3551 South Military Trail  
 Lake Worth, FL

**Royal Palm Beach Service Center**  
 200 Civic Center Way  
 Royal Palm Beach, FL

**Delray Beach/South County Service Center**  
 501 South Congress Ave  
 Delray Beach, FL

**Palm Beach Gardens/NE County Courthouse Service Center**  
 3188 PGA Blvd  
 Palm Beach Gardens, FL

**West Palm Beach/Downtown Service Center**  
 301 North Olive Avenue  
 West Palm Beach, FL







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[County Ordinance 72-1 and FS 205.0535(5)]  
 No business tax receipt shall be issued until applicable county and state laws are complied with including, but not limited to, building, zoning, construction industry licensing, fire control and health.



**Application For Palm Beach County Local Business Tax Receipt**

**BUSINESS INFORMATION** (To be completed by applicant):

**\*\*Instructions & checklist on reverse side\*\***

Check Applicable Box:  New Business  Transfer of Address  Transfer of Ownership  Business Name Change  
 New Business Tax Receipt  Other \_\_\_\_\_

Current Business Tax Receipt # (if applicable): \_\_\_\_\_

Business/DBA/Trade Name: \_\_\_\_\_  
 (Division of Corporations requires registration of a fictitious name. Copy of registration must accompany this application)

Corporation / Business Name: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Federal Employer ID #: \_\_\_\_\_ **\*\*OR\*\*** Social Security #: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Date in business at this location: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_

Mailing Address (if different above): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_ **\*\*OR\*\*** Profession: \_\_\_\_\_  
 (Landscape, Cleaning Service, etc.) (Doctor, Lawyer, etc.)

Maximum Number of: Employees: \_\_\_\_\_ Machines \_\_\_\_\_ Rooms: \_\_\_\_\_ Restaurant seating: \_\_\_\_\_

Were you issued a Notice of Non-Compliance? Yes \_\_\_\_\_ No \_\_\_\_\_

I certify, under penalty of law, that the above information is true and correct, and I understand that any false statements could result in penalties as provided by law.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
 (Agent, Owner, Rep.)

**PLEASE NOTE: ZONING APPROVAL MUST BE COMPLETED PRIOR TO APPLICATION SUBMITTAL \*\*See reverse side for details on zoning\*\***

Municipal/City Zoning Approval: \_\_\_\_\_ Title: \_\_\_\_\_

**\*\*OR\*\*** Unincorporated Zoning Approval/  
 Planning Zoning & Building Approval: \_\_\_\_\_ Title: \_\_\_\_\_

<b>PZ&amp;B - Place initials in box if approval from department is required***</b>		<b>Regulator Signature required on line, when approval has been meet ***</b>	
<input type="checkbox"/> Zoning (U No.) _____	<input type="checkbox"/> Fire Marshall _____	<input type="checkbox"/> Health Department _____	<input type="checkbox"/> Hotel & Restaurant _____
<input type="checkbox"/> Compliance _____	<input type="checkbox"/> NAICS Code _____	<input type="checkbox"/> Prior Use of Bay/Bldg. _____	<input type="checkbox"/> Cnty Home Based Affidavit _____
<input type="checkbox"/> Building _____	<input type="checkbox"/> Other _____		

**FOR TCO OFFICE USE ONLY** (Signature and title designates approval)

LBTR#/Account #: \_\_\_\_\_ Branch Office: \_\_\_\_\_

Till number: \_\_\_\_\_ State/County License Cert #: \_\_\_\_\_

NAICS Code: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Cust. Relations Gulde/ CRA: \_\_\_\_\_

Date: \_\_\_\_\_ Field Service Approval: \_\_\_\_\_

TOTAL FEE DUE : \$ \_\_\_\_\_

CURRENT YR   
 1 YR   
 2 YR   
 3 YR   
 4 YR   
 5 YR



**TOWN OF LAKE PARK  
BUSINESS TAX RECEIPT  
INSPECTION APPROVAL FORM**  
535 Park Avenue, Lake Park, FL 33403



Business Name \_\_\_\_\_  
Business Address \_\_\_\_\_  
Bay or Unit No. \_\_\_\_\_  
Type of Business \_\_\_\_\_

Required Inspections Scheduled for:

**Palm Beach County Fire-Rescue**      Date \_\_\_\_\_ Time \_\_\_\_\_  
**Please call: 561-233-0050** (this inspection will be billed separately)

**Community Development Department**      Date \_\_\_\_\_ Time \_\_\_\_\_  
**Please call: 561-881-3320**

**PLEASE PRESENT THIS FORM TO THE INSPECTOR AT THE TIME OF INSPECTION.**

When both the Fire and Zoning Inspectors have signed off on this form, please re-submit to the Community Development Department as part of the Business Tax Receipt application process.

<p><b><u>APPROVED:</u></b>      <b>**requires BOTH signatures**</b> <i>(For Administrative Use Only)</i></p> <p>(1) Fire Inspector _____ Date _____</p> <p>(2) Zoning Inspector _____ Date _____</p> <p>Additional Remarks _____</p>
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## **BUSINESS TAX RECEIPT DOCUMENT CHECKLIST**

- **ZONING CERTIFICATE APPLICATION WITH \$125.00 ADMINISTRATIVE FEE AND \$50.00 ZONING INSPECTION FEE**
- **INSPECTION SHEET : *\*Only schedule when business is all set up\****
  - **FIRE INSPECTION: BILLED SEPARATELY THROUGH PALM BEACH COUNTY FIRE-RESCUE**
  - **ZONING INSPECTION: CAN BE SCHEDULED AFTER FIRE INSPECTION IS APPROVED BY CALLING 561-881-3318**
- **COPY OF PALM BEACH COUNTY BUSINESS TAX RECEIPT**
- **COPY OF ARTICLES OF INCORPORATION - OR - FICTITIOUS NAME REGISTRATION**
- **COPY OF STATE OF FLORIDA PROFESSIONAL OR BUSINESS LICENSE  
*(if applicable)***
- **PUBLIC WORKS SANITATION OWNER/TENANT AGREEMENT  
*(As determined by the Town's Public Works Department)***
- **BUSINESS TAX RECEIPT APPLICATION AND PAYMENT**

Revised: 07/19/2018

**ORDINANCE NO. 01-2020**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING ARTICLE V OF CHAPTER 78 OF THE TOWN CODE TO CREATE NEW SUPPLEMENTARY REGULATIONS AT SECTION 78-154 PERTAINING TO THE IMPLEMENTATION OF SECURITY MEASURES FOR CERTAIN TYPES OF BUSINESSES; PROVIDING FOR PENALTIES FOR THOSE BUSINESSES WHICH FAIL TO COMPLY WITH THE PROVISIONS CONTAINED HEREIN; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Park, Florida (“Town”) is a duly constituted municipality having such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

**WHEREAS**, the Town’s law enforcement agency the Palm Beach County Sherriff’s Office (PBSO) has in the furtherance of the public’s health, safety and general welfare, recommended that the Commission adopt regulations pertaining to certain business categories which are operating or may operate in the Town ; and

**WHEREAS**, a public hearing before the Town Commission was held at which the Commission considered this ordinance and invited public comment from businesses or individuals regarding it; and

**WHEREAS**, the Town Commission has determined that the PBSO’s recommended amendments to the Town Code would further the public’s health, safety and general welfare.

**NOW THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA:**

**Section 1.** The whereas clauses are hereby incorporated as the legislative findings of the Town Commission.

**SECTION 2.** Chapter 78, Article V, entitled “Supplemental Regulations” is hereby amended to create a new Section 78-154, entitled, “Business Security,” to read as follows:

Sec. 78-154 — Business Security.

- (a) Purpose and intent. It is the purpose and intent of this section to protect the public’s health, safety, and welfare of residents and visitors to the Town by requiring that certain businesses in the town which are open to the public and have a Point-of-Sale Terminal or cash registers, and which are exempt from the standards in F. S. § 812.173, to use security cameras for the protection of employees and the invitees to those businesses from robbery, burglary, injury, other violent crimes, and credit card theft.
- (b) Definitions. For the purpose of this section the following definitions shall apply unless the context clearly indicates or requires a different meaning:

Convenience business shall mean a place of business that is primarily engaged in the retail sale of limited groceries and/or gasoline, and that is open for business at any time between the hours of 11:00 p.m. and 5:00 a.m. A Convenience Business shall not include:

- (1) A business that is solely or primarily a restaurant.
- (2) A business that always has at least five employees on the premises after 11:00 p.m. and before 5:00 a.m.
- (3) A business that has at least 10,000 square feet of retail floor space.

Late night business shall mean a place of retail or commercial business that is open for business to the public at any time between the hours of 11:00 p.m. and 5:00 a.m. and which does not meet the definition for a Convenience Business.

Point of sale shall mean the “point” where a transaction is finalized or the moment where a customer tenders payment in exchange for a good or service.

Secured building shall mean a building operated with 24-hour on-site security or 24-hour camera monitoring of the building, including parking areas.

- (c) Required security measures for Businesses with a Point-of-Sale Terminal or cash registers. The following security measures are required for all Point-of-Sale Terminals equipped businesses and Late-night businesses, except for Late-night Businesses located within Secured Buildings.



- (1) Every business that is open to the public with a Point-of-Sale Terminal or cash registers shall maintain a video or security camera system that is capable of monitoring, recording and retrieving clear and identifiable images and videos to assist law enforcement personnel in offender identification and apprehension. Said system shall comply with all of the following standards:
  - i. Be operable at all times;
  - ii. Be readily available for viewing by employees;
  - iii. At least one camera shall be maintained on site which is capable of surveilling the interior of the business;
  - iv. At least one camera shall be maintained on site which is capable of surveilling the business' parking areas; and
  - v. Retain and produce upon the request of law enforcement any recording for a period of 72 hours from the date of recording;
- (2) All Late-night businesses shall maintain a clear and unobstructed view from outside of the building of the cash register and sales transaction area.
- (3) Establishments that meet the requirements of a Convenience Business as set forth in F. S. § 812.171, are hereby exempt from the requirements of this section.

(d) Compliance. All new businesses applying for a Town business tax receipt (BTR), which are required by this section to have a security camera system, shall comply with the regulations set forth in this section prior to the issuance of their BTR.

(e) Failure to comply. Failure to comply with the provisions of this section by a property owner whose property is subject to this section shall constitute a violation of the town code. The Town Magistrate is authorized to enforce the terms of this section.

**Section 3.** **Severability.** If any section, paragraph, sentence, clause, phrase or word of this Ordinance is for any reason held by a Court to be unconstitutional, inoperative or void, such holding shall not affect the remainder of this Ordinance.

**Section 4.** **Repeal of Laws in Conflict.** All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

**Section 5.** **Codification.** The provision of this Ordinance shall become and be made a part of the Code of Ordinances for the Town of Lake Park. The Sections of the Ordinance maybe renumbered or re-lettered to accomplish such.

Upon First Reading this 29 day of January, 2020, the foregoing Ordinance was offered by Commissioner Linden, who moved its approval. The motion was seconded by Commissioner Flaherty and being put to a vote, the result was as follows:

	AYE	NAY
MAYOR MICHAEL O'ROURKE	<u>/</u>	_____
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>/</u>	_____
COMMISSIONER ERIN FLAHERTY	<u>/</u>	_____
COMMISSIONER JOHN LINDEN	<u>/</u>	_____
COMMISSIONER ROGER MICHAUD	<u>/</u>	_____

**PUBLISHED IN THE PALM BEACH POST THIS 26 DAY OF January, 2020**

Upon Second Reading this 5 day of February, 2020, the foregoing Ordinance, was offered by Commissioner Michaud who moved its adoption. The motion was seconded by Commissioner Linden and being put to a vote, the result was as follows:

	AYE	NAY
MAYOR MICHAEL O'ROURKE	<u>/</u>	_____
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>/</u>	_____
COMMISSIONER ERIN FLAHERTY	<u>Absent</u>	_____
COMMISSIONER JOHN LINDEN	<u>/</u>	_____
COMMISSIONER ROGER MICHAUD	<u>/</u>	_____

The Mayor thereupon declared **Ordinance No.** 01-2020 duly passed and adopted this 5 day of February, 2020.

TOWN OF LAKE PARK, FLORIDA

BY: [Signature]  
Mayor, Michael O'Rourke

ATTEST:

Approved as to form and legal sufficiency:

[Signature]  
Town Clerk, Vivian Mendez  
SEAL  
(Town Seal)

[Signature]  
Town Attorney, Thomas J. Baird

FLORIDA