

**TOWN OF SNEADS**

2028 Third Avenue  
PO Drawer 159  
Sneads, Florida 32460  
PH (850)593-6636 Fax (850)593-5079  
[www.sneadsfl.com](http://www.sneadsfl.com)

**Local Business Tax Receipt Department**  
(Formally known as Occupational License)

## CHECKLIST

The Town of Sneads is eager to help the small business owners, as well as the corporate executive, succeed in opening a business in the Town. This checklist should provide the information you need to get your Local Business Tax Receipt.

- Determine the type of business you want to open.
- Note the physical address/ location of the business. Is it in Sneads City Limits?
- Check with Zoning Department regulations before starting any business or business activities. The Town Manager handles this and can be reached @ 850.593.6636.
- Submit in writing and attach to application a letter stating the following: owner or owners name, the name of your business, address of your business and all sales and services you will be providing at this business. Include your phone number so that we can contact you once your business has been approved.
- Once business is approved you may move forward with the other steps.
- If you Do Not own the property the business is located, you will need written permission from the property owner to do the said business at that location. We accept copies of the lease agreement, a notarized statement from property owner or we have forms that the owner can come into city hall and fill out. The lease and statement must have your name, the business name and the property address listed and signed and dated by the property owner.
- Obtain any necessary State registration, licenses or permits.
- Complete the Business Tax Receipt Application. **Attach COPIES of the following:**
  - Driver's license of all owners
  - Fictitious Name registered and approved
  - Federal Identification Number and/or social security card, whichever is applicable.
  - State licenses- All that apply to your business... restaurant, hotel, alcoholic beverage, tobacco, barber or beauty salon, motor vehicle and any other not listed
- Forward the above information and application to our office Sneads City Hall @ 2028 Third Avenue. The application will be reviewed and upon approval and payment, your Local Business Tax Receipt will be issued. Once approved, you are required to renew this receipt every year you are in business.
- There may be other requirements that your business must comply with if the town sees it necessary.
- The issuance of the Town of Sneads Local Business Tax Receipt does not signify that the proposed business and/ or existing business/ building(s) are in compliance with all State requirements.
- Once all Business Tax Information is complete and you must still complete the Application for Utility Services to be turned on.
- For more information or questions call Danielle Guy, Deputy Clerk & Licensing Official @ 850.593.6636 or email at [danielle@sneadsfl.com](mailto:danielle@sneadsfl.com)



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### **Business Startup Information**

- Incorporation: If you plan to do business as a corporation, you must register with the Secretary of State. Call the Corporate Information Department at 850.245.6052 or visit [www.sunbiz.org](http://www.sunbiz.org)
- Business Name: If your business does not operate as a corporation and you plan to run your business under a name other than your full name, you will need to register the business with a “fictitious” name.
  - Fictitious Name- Fictitious Name Act Application, if applicable. Fictitious Name is required unless the applicant is using their legal name only. Any name other than that will be required to follow the Fictitious Name Act, unless exemption from the State is submitted. Call the Secretary of State Office @ 850.245.6058 or visit [www.sunbiz.org](http://www.sunbiz.org) to file for this.
  - City licenses- If your business is within the city limits of Sneads, you will need to obtain a Business Tax Receipt from the town. Get an application from City Hall and return for approval and fee amount. Once approved, you are required to renew this receipt every year you are in business.
  - State licenses- The State of Florida requires people in more than 50 regulated professions, from pharmacists to barbers, to obtain special licenses or certificates. Call the State Department of Business and Professional Regulations @ 850.487.1395 or visit [www.myflorida.com](http://www.myflorida.com) for more information.
  - Employer Identification Number- Federal Identification Number and/or social security card, whichever is applicable. All businesses except sole proprietorships with no employees must register for a federal identification number. Call the Internal Revenue Service @ 800.829.4933 or 850.942.8995 or visit [www.irs.gov/](http://www.irs.gov/)
  - Sales Tax Certificates- The State of Florida requires retail stores and some other businesses to collect sales tax. Businesses must apply for a sales tax certificate. Call the State Department of Revenue @ 1.800.352.3671 or in Marianna @ 850.482.9518 or visit [www.dor.myflorida.com](http://www.dor.myflorida.com)
  - Restaurants or other food services and Hotel/Motels- People who open, own or operate restaurants, hotels/motels or other food service businesses need to comply with State regulations. Call the State of Florida Department of Business and Professional Regulations for Hotels and Restaurants @ 850.487.1395 or visit [www.myfloridalicense.com](http://www.myfloridalicense.com)
  - Department of Agriculture - There are various businesses that are governed by the Florida Department of Agriculture and Consumer Services. Example businesses would be Motor Vehicle Repair, Health Studios, and Pawn Shops. If you are starting a business, check with Florida DOA at 850.922.2966 or visit [www.doacs.state.fl.us](http://www.doacs.state.fl.us)
  - Alcoholic Beverages and Tobacco- The selling of Alcoholic Beverages and Tobacco requires a State License. For assistance in obtaining the proper license call Division of Alcoholic Beverages and Tobacco @ 850.487.1395 or 850.236.3050 or visit [www.myfloridalicense.com](http://www.myfloridalicense.com)
  - There may be other start up requirements that your business must comply with. It is the responsibility of the business owner to insure that all of the start-up requirements are met.
  - The issuance of the Town of Sneads Local Business Tax Receipt does not signify that the proposed business and/or existing business/ building(s) are in compliance with all State requirements.



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**LOCAL BUSINESS TAX RECEIPT APPLICATION**

[www.sneadsfl.com](http://www.sneadsfl.com) or Facebook: Town of Sneads – City Hall

Pursuant to Section 205.053, Florida Statute and to Town of Sneads Ordinance, tax rates will, for many businesses, be based upon variables such as: (square footage, number of employees, etc.) It is necessary that the Town update this information in order to accurately assess the Business Taxes. Please complete all applicable items below, which pertain to your category of business.

<b>NAME AND MAILING ADDRESS</b>	Date Business Opened _____
Business Name _____	Applicants Name _____
D.B.A. Name _____	Applicants Drivers Lic. State _____ # _____
Type of Business _____	State License # _____ (if required)
Location Address _____	Mailing Address _____
City <u>Sneads</u> State <u>FL</u> Zip <u>32460</u>	City _____ State _____ Zip _____
Federal ID Number _____	Soc. Sec. Number _____
Business Phone # _____	Secondary Phone # _____
Email Address _____	Fax Number _____
Nature of Business (List ALL activities, types of sale and services) _____	

Please enter a Total Number you have of each of the following that apply to your business (inside & outside of building):

- Square Footage - \_\_\_\_\_
- Dollar Amount of Inventory - \$ \_\_\_\_\_
- Employees - \_\_\_\_\_
- Restaurant/ Lounge Seating - \_\_\_\_\_ Mobile Unit – YES or NO
- Vending Machines (All Coin Operated, inside or outside of building)- \_\_\_\_\_
- Hotel/Motel Rooms - \_\_\_\_\_
- Rental Units/ Property (Apartments, Congregate living facilities, Mobile home lots, etc.) - \_\_\_\_\_
- Service Stations (# hoses, pump, nozzle or dispenser)- \_\_\_\_\_
- Pool Tables - \_\_\_\_\_
- Beauty Salon/ Barber Shop Chairs (Hair, nails, facial and massage) - \_\_\_\_\_
- \*\*\*\*\*Every stylist in your shop has to have a license OR must be included in YOUR license as an extra chair!**
- **List ALL of your stylist names:** \_\_\_\_\_
- \_\_\_\_\_
- Tanning Beds AND/OR Spray Tanning Booths - \_#\_\_\_\_\_

**AFFIDAVIT**

- I hereby certify that all the information provided to be true and correct to the best of my knowledge. If any portion is found to be false or misrepresented, it could or will be just cause for Business Tax Receipt to be revoked, immediately.
- I understand that the issuance of a Local Occupational/ Business Tax Receipt by the Town of Sneads does not signify that the proposed business and/or existing business/building(s) are in compliance with all local and state requirements. The issuance only means that you have paid your Business Tax to the Town of Sneads.
- I understand that if I engage in a business under a Fictitious Name, I must comply with the Fictitious Name Registration Act, Florida Statute, and Chapter 865.09.
- I understand that I must comply with all Town Ordinances and Codes and understand that failure to do so or to correct any violations is punishable by such Ordinance and cause for revocation of this Business Tax Receipt.
- I understand that it is unlawful to conduct or engage in any business, trade, occupation or profession within the Town of Sneads without first obtaining the required Business Tax Receipt. Therefore, I will inform the Town of Sneads, before starting or adding any new sales or services to my business.
- It is further understood that a penalty fee will be imposed for any violations and Business Tax Receipt revoked, immediately.
- I understand the Town will and can make routine checks of my business without notice.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_