

City of Belle Isle - Business Tax License Application

1600 Nela Avenue, Belle Isle, FL 32809 * Tel 407-851-7730 * Fax 407-240-2222 * www.cityofbelleislefl.org

Please note: that all businesses operating within the City of Belle Isle must obtain a Business Tax License BEFORE opening.

If you open before your license is issued, you will be charged a penalty of 25% of the license amount.

STATE LICENSE MUST BE OBTAINED PRIOR TO CONDUCTING BUSINESS (e.g. Restaurants, Food Service)

The City of Belle Isle's Code of Ordinance can be found on our website at www.cityofbelleislefl.org or on municode.com.

PARCEL ID		Open Date	FEE SCHEDULE <input type="checkbox"/> \$25.00 Residential Properties; or <input type="checkbox"/> \$30.00 Commercial Properties (+\$1.00 parking over 10)
Business Name		Emergency Contact Name	
Business Address		Emergency Phone	
Describe the nature of the business		Owner Contact Number	
		Owner Fax Number	
Business Owner Name		Email Address	
Check all that apply: <input type="checkbox"/> New Business <input type="checkbox"/> New Occupation <input type="checkbox"/> Renewal <input type="checkbox"/> Update Info <input type="checkbox"/> Add Classification <input type="checkbox"/> Change Classification Transfer of: <input type="checkbox"/> Location <input type="checkbox"/> Ownership Transferred from: _____ Check and Attach copies of all items that apply: <input type="checkbox"/> Fictitious Name Registration <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> State License(s) <input type="checkbox"/> Licensed Professional (DBPR) <input type="checkbox"/> Copy of Lease (Commercial Only) <input type="checkbox"/> Property owner's written permission (If Renting)		Business Tax License Requirements 1. The Business Tax License year is from October 1 st through September 30 th . A delinquency penalty will be assessed if license is not renewed prior to September 30 th . Quarterly rates will apply after December 31 st for businesses <u>NEW</u> to the city only. 2. Businesses which require a State License or Health Department approval will have to provide copies of those approvals <u>PRIOR</u> to the issuance of a license. 3. If a Business is incorporated, a copy of the letter from the State of Florida or the Articles of Incorporation must be provided. If a Business is <u>NOT</u> incorporated and uses a name other than their given first and last name, they must file a Fictitious Name Notice with the State of Florida. A copy of the current fictitious name registration, issued by the Division of Corporations of the Department of State, will have to be provided <u>PRIOR</u> to the issuance of a license. 4. To review all licensing requirements, please review our City Code, Chap.28, Art. IV on Municode at: http://library.municode.com/index.aspx?clientID=19961&stateID=9&stateName=Florida . 5. An Orange County Business Tax Receipt will have to be obtained <u>AFTER</u> you have been issued the Belle Isle license. They are located at 201 S. Rosalind Avenue, Orlando, FL and can be reached at 407-836-5650.	
Certification: I certify that the information contained herein is true and correct to the best of my knowledge and belief. If any portion is found to be false or misrepresented, such fact may be just cause for immediate revocation of any license issued to me. It is further understood that this license is for the privilege of engaging in the business profession or occupation shown and ONLY at the location shown here on and that I will comply with the Codes of the City of Belle Isle. Failure to correct conditions on the premises that are in violation of the City Code or to notify the Business Tax License Office of any change WILL result in revocation of said license. It is further understood that it may take 2 to 3 weeks or more for the City of Belle Isle to process this application. I understand that my business is not to be opened until I have the expressed approval of the City of Belle Isle. Said approval shall ONLY be by 1) Issuance of an Official Business Tax License AND 2) by having paid the required Business Tax License. I understand that opening without approval <u>and</u> having not paid my Business Tax License tax WILL result in an additional 25% penalty as required in Ordinance 04-02.			

Has any applicant ever been convicted of a felony or misdemeanor? ☐ Yes ☐ No If yes, which jurisdiction? _____

Hours of operation: _____ am/pm Days of Operation _____ ☐ How many parking spaces do you have _____

☐ Restaurant seating capacity _____ ☐ Day Care/Nursery capacity _____ ☐ Beauty/Nail/Barber # of stations _____

☐ Health Spa/Gym/Club square footage _____ ☐ Merchant/Manufacturer # of employees _____

☐ Nursery # of trees/plants _____ ☐ Hospital/Nursing # of rooms _____

☐ Hotel # of rooms _____ ☐ # of coin-operated Machines _____

☐ # of Arcade games _____ ☐ Other _____

☐ If in Shopping Center List Name _____ ☐ When does your lease expire _____

☐ Will Alcohol be sold? ☐ Yes ☐ No If yes, please attach DBPR ABT-6001. ☐ Number of Employee _____

☐ Will you be selling, displaying or storing goods or merchandise on property? ☐ Yes ☐ No If yes, _____

_____ (please initial) Annual Renewal Notices will be sent via email. It is the applicant's responsibility to provide the most current email address. Late Fees will not be waived if renewal payment is received after October 1.

Name	Title	Signature
FOR OFFICE USE ONLY:		
FORMB4 – Updated 08/2020	\$ _____	_____
Fee	Date Paid	Check/Cash
		License #
		Rec'd By