



**CITY OF LAKE WALES
BUSINESS TAX RECEIPT
REQUIREMENTS**

Please obtain the following **BEFORE** applying for a Business Tax Receipt with the City of Lake Wales.

WEBSITE

Lease

Lease is provided by property owner

EIN Number

<https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers>

STATE LICENSE

Department of Business and Professional Regulation (DBPR) 850/487-2252

<http://www.myfloridalicense.com/DBPR/business-and-profession-selection/>

Please check with the DBPR if you will need a license for your profession. The DBPR will require a license for such businesses as: automobile repair / sales, cosmetology, food / lodging, real estate, etc.

FICTITIOUS NAME FILING

Department of State
Division of Corporations 850/488-9000

dos.myflorida.com/sunbiz/start-business/

If you do not use your full name (first and last) in your business name, the State of Florida requires you to file a fictitious name.

SALES TAX NUMBER

Department of Revenue
863/499- 2260
230 S. Florida Avenue,
#401 Lakeland, FL

https://floridarevenue.com/taxes/businesses/Pages/newbusiness_startup.aspx

**POLK COUNTY
BUSINESS TAX
RECEIPT**

Polk County Tax Collector
863/534- 4731
430 E. Main Street, Bartow
930 East Parker St, #261,
Lakeland

<https://www.polktaxes.com/services/local-business-taxes/>

****WE MUST HAVE COPIES OF ALL THE ABOVE DOCUMENTS BEFORE WE CAN PROCESS A CITY BUSINESS TAX RECEIPT APPLICATION ****

PLEASE CALL 863-678-4182 Ext # 714- IF YOU HAVE ANY QUESTIONS.

Automotive Uses (Dealer, Repairs, Car Washes):

- Provide retail sales area (sq. ft.)/Gross Floor Area (sq. ft.)
- Number of existing parking spaces
- Will outdoor storage be proposed?
- Provide a site plan showing site circulation

Amusement Establishments (game room, theater, bowling, etc):

- Provide maximum capacity, floor area (sq. ft.), number of seats
- Type of amusement (i.e. golf, laser tag, go-kart, etc.)
- Provide a floor plan

Educational/Cultural (Day Care, Schools, Religious Facilities):

- Number of students/children and staff/full-time employees
- Number of classrooms
- Amount of seats in an assembly area (i.e. auditorium, chapel, gathering space, etc.)
- Provide a site plan showing drop-off & pick-up (overall site circulation)
- Number of existing parking spaces

Restaurants/Bars/Cafes

- Type of restaurant/café: seating only, take out service, drive through service, no seating, combination?
- What will you be serving: Food, alcoholic beverage, non-alcoholic beverage, none, all, or some?
- Square footage of customer service area and maximum capacity
- Number of existing parking spaces
- Provide proposed floor plan

Healthcare (Medical offices, hospitals, health services)

- Building floor area (sq. ft.)
- Number of doctors, practitioners, full-time employees
- Number of beds & examination rooms
- Provide floor plan

Nursing Care Homes/Assisted Living Facilities/Boarding House

- Number of beds
- Number of existing parking spaces
- Type of facility: will there be overnight care, caretaker on premises, treatment-based facility?

Retail, Offices

- Sales area (sq. ft.), building floor area (sq. ft)
- Provide floor plan
- Type of retail or office
- Number of offices