



CITY OF DUNNELLON

Business Tax Receipt

Thank you for locating your business in our City.

Before applying for your Local Business Tax Receipt (formerly known as an occupational license), please take the time to read the following guidelines. You will find answers to many of your questions and, hopefully, this section will help you to obtain the required documents to operate your business.

Local Business Tax Receipt Requirements

If you do not maintain a permanent business or branch office in the city of Dunnellon but you are a contractor doing business in the city limits, you must register with the Community Development Dept. Contractor Registration.

Opening a New Business:

Before a business can be opened within the city limits of Dunnellon you must first:

1. Verify zoning and obtain a change of occupancy/occupant or home occupation permit from Community Development.
2. Apply for a City of Dunnellon Business Tax Receipt (formerly Occupational License)-Please submit a completed Business Tax Application to: City of Dunnellon, City Hall, Business Tax dept. 20750 River Dr. Dunnellon, FL 34431. (All licenses relevant to your business need to be attached to your application; i.e., State Professional License (D.B.P.R.), Division of Hotels/Restaurants, and health permits. Fictitious Name Registration (Sunbiz.org))
3. After you receive your receipt, please display it in a visible area.

Fees

All people who operate a business or profession in the City of Dunnellon are required to pay a fee to obtain and maintain a Local Business Tax Receipt (BTR).

Fees are assessed upon issuance of your BTR \$60.29 per year, \$30.15 for ½ year. Tax receipt payments are due and payable by October 1 of each year and expire on September 30. (Half-year licenses apply to any new business opening after April 1 and expiring on September 30.)

If you have paid the business tax fee and filled out the application, **this does not give you permission to open your business.** All businesses are subject to zoning restrictions and approval.

For further questions or comments please contact: lbarton@dunnellon.org

Useful Telephone Numbers

[Home - Florida Department of Agriculture & Consumer Services \(fdacs.gov\)](http://fdacs.gov)

(850) 617-7000; 888-397-1517

- Concealed Weapon Licenses
- Private Security Licenses
- Animal Industry
- Food safety Establishments
 - Retail food
 - Wholesale/ Manufactured Food Program
 - Mobile food Establishments
 - Ice vending and Water Vending machines
 - Cottage foods
 - Limited Poultry and Egg Farms
 - Export Certificates
- Division of Fruit and Vegetables
- Plant Industry

[Alcoholic Beverages & Tobacco – MyFloridaLicense.com](http://MyFloridaLicense.com) (352) 333-2515

[For Providers - Child Care - Florida Department of Children and Families \(myflfamilies.com\)](http://myflfamilies.com)

850-300-4323

City of Dunnellon Business Tax information - (352) 465-8500 ext1008

[Division of Hotels and Restaurants – MyFloridaLicense.com](http://MyFloridaLicense.com) - (850) 487-1395

[Marion County Tax Collector \(mariontax.com\)](http://mariontax.com) - (352) 368-8200

[Florida Department of Health in Marion \(floridahealth.gov\)](http://floridahealth.gov) - (352) 629-0137

[Licensing & Regulation – MyFloridaLicense.com](http://MyFloridaLicense.com) - (850) 487-1395

(Sunbiz) [Division of Corporations - Florida Department of State \(myflorida.com\)](http://myflorida.com)- (850) 245-6000

**BUSINESSES AND
PROFESSIONS REQUIRING
STATE LICENSE (DPBR)**

**To apply for a license or
learn about license
requirements, please select
a profession or business
from the list below:**

[Alcoholic
Beverages &
Tobacco](#)

[Architecture &
Interior Design](#)

[Asbestos
Contractors and
Consultants](#)

[Athlete Agents](#)

[Auctioneers](#)

[Barbers](#)

[Boxing, Kick
Boxing & Mixed
Martial Arts](#)

[Building Code
Administrators and
Inspectors](#)

[Certified Public
Accounting](#)

[Child Labor](#)

[Community
Association
Managers and
Firms](#)

[Condominiums &
Cooperatives](#)

[Construction
Industry](#)

[Cosmetology](#)

[Drugs, Devices
and Cosmetics](#)

[Electrical
Contractors](#)

[Elevator Safety](#)

[Engineers](#)

[Farm Labor](#)

[Geologists](#)

[Harbor Pilots](#)

[Home
Inspectors](#)

[Hotels and
Restaurants](#)

[Labor
Organizations](#)

[Landscape
Architecture](#)

[Mobile
Homes](#)

[Mold-Related
Services](#)

[Pari-Mutuel
Wagering](#)

[Real Estate](#)

[Real Estate
Appraisers](#)

[Talent
Agencies](#)

[Timeshare](#)

[Veterinary
Medicine](#)

[Yacht and
Ships](#)

[Employee Leasing
Companies](#)

**Fee Waiver
Applications:**

[Florida Military
Veteran Fee
Waiver](#)

[Florida National
Guard Fee
Waiver](#)

[Military
Personnel,
Veterans and
Military Spouses
Licensing Fee
Waiver Program](#)

[Low Income
Waiver of
Licensing Fee](#)



CITY OF DUNNELLON

BUSINESS TAX APPLICATION

BUSINESS PHONE NUMBER:
BUSINESS FAX NUMBER:
BUSINESS CELL NUMBER:

TYPE OR PRINT LEGIBLY USING INK
FILL FORM OUT IN ITS ENTIRETY

REVIEW ALL RESPONSES FOR ACCURACY & SUBMIT APPLICATION TO:
CITY OF DUNNELLON ATTN: BUSINESS TAX DIVISION
20750 River Dr • Dunnellon, Florida 34431
Telephone (352) 465-8500 Ext 1008

1. BUSINESS NAME

2. TYPE OF APPLICATION

NEW TRANSFER OTHER

CITY RESIDENT YES - NO

FICTITIOUS NAME REGISTRATION MUST ACCOMPANY THIS APPLICATION (IF APPLICABLE)

3. MAILING ADDRESS (INCLUDE ZIP CODE)

TYPE OF BUSINESS

SOLE PROPRIETORSHIP

PARTNERSHIP

CORPORATION

LLC

VENDOR (INCLUDE DATE(S))

4. BUSINESS STREET ADDRESS (INCLUDE ZIP CODE)

5. NATURE OF BUSINESS (DESCRIBE IN DETAIL)

6. PRESIDENT'S OR OWNER'S NAME(S)

CONTACT NAME

IF CORPORATION, ALSO NEED REGISTERED AGENT'S NAME

CONTACT PHONE NUMBER

SALES TAX#
FEIN OR SS#

DRIVERS LICENSE #

STATE

7. PRESIDENT'S/OWNER'S ADDRESS

8. TELEPHONE NUMBER

9. This is a business tax only. It does not permit the payee to violate any existing regulatory or zoning laws of the state, county, or cities, nor does it exempt the payee from any other license or permits that may be required by law.

I acknowledge that I have read this business tax application. I understand and agree that all City of Dunnellon ordinances shall be complied with whether specified or not. I shall also meet all the necessary zoning, fire marshal, health and police regulations and any other applicable laws & ordinances pertaining to the business for which this tax is paid. Improvements may be required as a result of change of use or change of occupancy/occupant.

APPLICANT'S SIGNATURE

DATE

10. **OFFICIAL USE ONLY** (BELOW THIS LINE)

PLANNING & ZONING SIGNATURE
REMARKS:

HOME OCCUPATION
REMARKS:

BUSINESS TAX DIVISION APPROVAL

CITY OF DUNNELLON INFORMATION SHEET

THE FOLLOWING INFORMATION IS REQUIRED TO ENSURE THAT THE DUNNELLON POLICE DEPARTMENT'S RECORDS ARE ACCURATE AND IS USED STRICTLY FOR LAW ENFORCEMENT PURPOSES:

NAME OF BUSINESS: _____

STREET ADDRESS: _____

BUSINESS TELEPHONE NUMBER: _____

BUSINESS HOURS: _____

BUSINESS OWNERS NAME: _____

HOME ADDRESS: _____

HOME TELEPHONE NUMBER: _____

BUILDING OWNER'S NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMERGENCY TELEPHONE NUMBERS TO CALL: PLEASE PROVIDE KEY HOLDER NAMES.

- | | |
|----------------|---------------|
| 1. NAME: _____ | NUMBER: _____ |
| 2. NAME: _____ | NUMBER: _____ |
| 3. NAME: _____ | NUMBER: _____ |

ALARM SYSTEM: YES NO TYPE: DIRECT _____

TELEPHONE DIALER _____

AUDIBLE _____

OTHER _____

CITY OF DUNNELLON'S WRITTEN STATEMENT

THE CITY OF DUNNELLON COLLECTS YOUR SOCIAL SECURITY NUMBER FOR THE FOLLOWING PURPOSES: CLASSIFICATION OF ACCOUNTS: IDENTIFICATION AND VERIFICATION. CREDIT WORTHINESS: BAD DEBT COLLECTION, BILLING AND PAYMENTS. DATA COLLECTION: RECONCILIATION AND TRACKING. EMPLOYMENT: PAYROLL, BENEFIT PROCESSING, WAGE/TAX REPORTING, DETERMINING IF VENDOR IS 1099 ELIGIBLE UNDER IRS REPORTING REQUIREMENTS, IDENTIFICATION OF INDIVIDUALS ARRESTED, PATIENT REPORTING, AND BACKGROUND CHECKS. SOCIAL SECURITY NUMBERS ARE ALSO USED AS A UNIQUE NUMERIC IDENTIFIER AND MAY BE USED FOR SEARCH PURPOSES.