



City of Dunnellon

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www.dunnellon.org

New Business Information Guide

1) Pursuant to City of Dunnellon Code of Ordinances and Florida Statute 205, businesses that are located and/or operating within the city limits of Dunnellon are required to have a local business tax receipt. **All Local Business Tax Receipts expire on September 30th of each year regardless of issue date.**

2) You must check with Community Development to verify that your location is an approved zoning & use for your type of business. Allow up to seven business days for response to these requests. If you prefer not to wait, follow these steps to perform the research yourself:

- a) **View the [Table of Permitted Uses](#)** – this table shows the business types permissible for each zoning. Find the business type and determine which zones are acceptable.
- b) **View the [Zoning Map](#)** - Find the current zoning using the city's GIS map and enter the property address.
- c) Once verification is made that the business is allowable for the proposed location, complete and submit a [Change of Occupancy application](#).

3) The City of Dunnellon Building Department requires a Change of Occupancy permit for all new businesses within the city limits. This permit includes a building inspection and a life safety (fire) inspection, both of which must pass prior to the issuance of a Certificate of Occupancy and a local business tax receipt. Construction renovations and sign installations require permitting and compliance with City Codes, Florida Building Codes and Florida Statutes that regulate construction.

4) Documentation of business name registration is required to obtain your local business tax receipt. Contact the Division of Corporations via the internet at www.sunbiz.org to file fictitious name registration or corporation paperwork.

5) The following business classifications are examples of businesses that **are required** to have state license qualifications met prior to application for a local business tax receipt.

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| a) Lodging and Food Service Establishments | g) Hospice, Convalescent Homes, Family Day Care |
| b) Adult Congregate Living Facilities | h) Motor Vehicle/Recreational Vehicle Sales |
| c) Alcohol Beverages & Tobacco Sales | i) Pest Control and or Exterminators |
| d) Nursing Homes, Adult Day Care Centers | j) Food Trucks |
| e) Motor Vehicle Service and Repair | k) Health or Dance Studios |
| f) Packaged Food Sales
(Grocery/Convenience Stores) | l) Sellers of Travel |
| | m) Firework Sales |

6) Questions regarding business license requirements for the State of Florida, Department of Business and Professional Regulations can be answered by visiting www.myfloridalicense.com/dbpr.

7) Florida Department of Agriculture and Consumer Services questions can be answered by visiting www.freshfromflorida.com.

8) Sales tax numbers are issued by the Department of Revenue. Visit <http://floridarevenue.com> for more information.

9) Federal Employer ID numbers are issued by the Internal Revenue Service. Visit www.irs.gov for more information.

10) If you close, relocate, change your business name, ownership or mailing address, please contact the City of Dunnellon.

11) Failure to renew your Business Tax Receipt prior to the expiration date will result in late fees, fines and possible Code Enforcement action.