



COMMUNITY DEVELOPMENT DEPARTMENT

Phone: 386 437- 7516

Fax: 386 437- 8253

SPECIAL EVENT LOCAL BUSINESS TAX RECEIPT INSTRUCTIONS

TO OBTAIN A SPECIAL EVENT LOCAL TAX BUSINESS TAX RECEIPT YOU WILL NEED:

OUR APPLICATION: filled out completely. Incomplete applications will be denied.

- 1. APPROVAL OF VENDOR LOCATION:** Where the vendor / event are being held must be appropriate for the type of vendor/event, parking, etc. See the application form which must be signed off by the City Zoning Official.
- 2. FLORIDA BUSINESSES (VENDORS) WHO HOLD A CURRENT LOCAL BUSINESS TAX RECEIPT:** Provide a copy of the current Local Business Tax Receipt from your businesses home location. Also provide required documentation on application.
- 3. FLORIDA BUSINESSES (VENDORS) WHO DO NOT HOLD A CURRENT LOCAL BUSINESS TAX RECEIPT:** Provide the following;
FICTITIOUS NAME: registration with the state of Florida. This can be the corporation papers-LLC-or other names not your own registered with the State of Florida. Visit sunbiz.org or myflorida.com for more information on obtaining a fictitious name.
PERSONAL NAME: does not have to be registered. The license can be processed. for example: "Joseph A Smith Yard Services" is not a fictitious name as the owners name is in the name of the business-but J.A.S. Yard Services is fictitious (and so is Joseph A. Smith Yard Services Inc. because a corporation or "LLC" etc is fictitious).
Note: Personal Name requires a written statement, signed by the applicant which sets forth the reason that the applicant need not comply with the Fictitious Name Act.

Fire Marshal: If a tent is to be used it must have sewn into the material from the factory a label stating that it is flame resistant (200 sq ft or more) (or flame retardant for cooking ~ any size) and the organization certifying with the code indicated.

Phone Numbers / Web addresses that may be of assistance:

Community Development: 386-437-7516 Fax; 386-437-8253, <http://www.bunnellcity.us>

County Environmental Health Department: 386-437-7358, <http://www.doh.state.fl.us/>

Division of Alcohol & Tobacco: 850-487-1395, <http://www.myfloridalicense.com/dbpr/abt/index.html>

Division of Hotels & Restaurants: 850-487-1395, <http://www.myfloridalicense.com/dbpr/hr/index.html>

NOTE: Please allow a minimum of 5 business days (not including holidays) after receipt of application for processing. Every effort will be made to process your application in a timely manner. Payment can be made at the Community Development Department. **Keep a copy of your Tax Receipt posted at all times- inspectors will require it.** Change of location requires a new Tax Receipt. Change of location may require an additional fee.

FEES: current license fees are per vendor classification for the event and a separate fee is required for each additional event and/or location.