



Town of Medley

BUSINESS TAX RECEIPTS REQUIREMENTS AND GENERAL INFORMATION

- 1). To establish a business within the Town of Medley, first check with our Planning and Zoning and Code Enforcement Division to make certain that the business applying for a Business Tax Receipt is permitted at the intended address. You may contact our Planning and Zoning Department at (305) 887-6913 and/or Code Enforcement Division at (305) 885-2133.
- 2). Complete a Business Tax Receipt Application and (Alarm Registration, if applicable).
- 3). All businesses must comply with the Town of Medley ordinance # C-226 (Business Tax Receipt) and/or ordinance #C-302 (Alarm Registration/False Alarms) or C-225 Mobile Industrial Catering Vehicle.
- 4). All incorporated businesses must submit copy of Articles of Incorporation with the application.
- 5). All businesses must submit copy of an executed property lease or Owner proof of ownership (warranty deed, closing statement or tax receipt).
- 6). All businesses must submit copy of drivers License or valid State of Florida I.D. of ownership or Manager.
- 7). All pertinent licenses and approvals from other agencies (Derm, Fire.,Etc. (state licensure if applicable) are required prior to issuance of a Business Tax Receipt.
- 8). When activities are carried out at the same location that are of a different classification not necessary to the operation of the business for which a Business Tax Receipt was issued, a separate Business Tax Receipt is required for each business even if conducted under a single ownership.
- 9). Except as otherwise provided, Business Tax Receipts shall expire on the 30th day of September of every fiscal year. Those licenses not renewed by October 1st, shall be considered delinquent and subject to a delinquency thereafter until paid: provided that the total delinquency fee shall not exceed 25% of the amount of the Business Tax Receipt fee for the delinquent Business.
- 10). Every Business Tax Receipt shall be posted in a conspicuous location in the place of business for which was issued.
- 11). All businesses are responsible for obtaining all other county and/ or state licenses and any other requirements.
- 12). Any building or space that is being occupied must be free of any existing code violation(s).

All of the above requirements must be met prior to operating any business. Failure to do so within 30 days from the date of application will result in the automatic cancellation of your application or the issuance of a notice of code violation.