



STARTING A NEW BUSINESS

Welcome to Daytona Beach!

We are eager to help the small business owner, entrepreneur or corporate executive succeed in opening a business in our city and obtain the necessary local Business Tax Receipt to operate within the City of Daytona Beach.

Getting Started

There are a few questions to consider before beginning a Business Tax Receipt (BTR) Application.

- Is your business located within the City of Daytona Beach?
 - To confirm, visit the Volusia County Property Appraiser [website](#).
- Is your business registered with SunBiz?
 - If not, please visit SunBiz's [website](#) to register.
- Have you obtained an Employer Identification Number (EIN) also known as a Federal Tax Identification Number?
 - If not, information on applying for an EIN can be found at the IRS' [website](#).
- Is a state license required to operate your business?
 - Examples of businesses requiring a state license include but are not limited to: professional services, restaurants, auto dealers, vehicle repair and contractors. More information concerning requirements and applying for a state license can be found at the Florida Department of Business & Professional Regulation's [website](#).

Business Tax Receipt Application Checklist

This checklist contains information to be submitted when obtaining a Business Tax Receipt in the City of Daytona Beach.

- Completed Business Tax Receipt Application
- Location Lease Agreement
- Proof of SunBiz registration
- Proof of required State License(s), if applicable
- Proof of Zoning Approval(s), if applicable
- Proof of Sign Permit(s), if applicable
- Fee payment method
- Methods accepted: Cash, Check, VISA, MasterCard, American Express and Discover

Depending on your business type, an inspection of the property may be necessary. If required, an inspection fee of \$52 will be required at the time your application is submitted.

Fees

Fees are based on the individual services provided by the business. If your business offers multiple services additional fees may apply.