



CITY OF DANIA BEACH
 Local Business Tax Receipt Division
 100 W Dania Beach Blvd. Dania Beach, FL 33004
 Phone: 954-924-6805 ext 3644 / Fax 954 924-6812

BUSINESS LICENSE APPLICATION INFORMATION & REQUIREMENTS

PLEASE SUBMIT THE FOLLOWING DOCUMENTS (AS APPLICABLE):

1. ***BEFORE submitting this application, please contact the Zoning Division first at 954-924-6805 to determine if the proposed use is allowed at the location you are requesting a license for. You will be required to submit an application for a Certificate of Use (given with this package or downloadable via the city website), and attach a letter describing the proposed business operations in detail, to the Zoning Division. There will be a fee charged to you by the Zoning Division prior to the Certificate of Use being issued. Zoning approval and the ability for you to obtain a Certificate of Use is required in order to process this Business License application, and the approved Certificate of Use must be attached to the application upon submission.***
2. Complete the **Business License Application Form** with a *copy* of the approved **Certificate of Use** obtained from the Zoning Division. *Incomplete applications will not be accepted or processed.*
3. Complete the **Broward Sheriff's Office Business Watch Application Form**. This form is passed along to BSO as a crime prevention measure, and provides the police with the necessary information in order to contact the property owner and/or manager in cases of emergency or public safety.
4. Pursuant to Florida Statutes Chapter 205 "Local Business Tax Receipt", all business owners are **REQUIRED** to provide a federal identification number (EIN) or social security number to the local governing authority prior to the renewal or issuance of your Business License. These documents **MUST** be produced at the time of application submission for verification.
5. You **MUST** describe the proposed use on the application form, and can attach additional pages as needed on company letterhead. For example: if you are a manufacturer, you must specify if you have a spray booth or are using any hazardous chemicals or glues, etc.
6. If you are doing business from any rental property, commercial or residential (including a home business), you **MUST** produce the **Property Owner-Landlord Authorization Form** with the submitted application. This form **MUST** be signed and notarized by the property owner or their agent.
7. If your business carries an inventory of merchandise, whether for retail or wholesale, you **MUST** submit the **Affidavit of Inventory** with the submitted application. This form **MUST** be signed and notarized by the business owner or authorized corporate officer.
8. If the proposed business or home occupation is located in a condominium or association governed property, you **MUST** provide written approval from the association (on their letterhead) for the use.
9. If you are transferring ownership of an existing business, and it is *within* 30 days from the date of sale, you **MUST** produce a copy of the *BILL OF SALE* and the existing license at time of application submission to qualify for the transfer license fee. If it is more than 30 days past the date of sale, you are required to submit as a new application and will be charged for a new license accordingly.
10. Corporations, Partnerships, LLC, etc. must provide proof of having registered with the State of Florida **LETTER OF REGISTRATION** must be submitted along with:

- a) State of Florida Certificate and Articles of Incorporation or LLC, which includes a list of the principals of the corporation.

.....AND / OR.....

- b) State of Florida Fictitious Name Registration Certificate, whether you are doing business as a Fictitious Name only, or if you are a Corporation or LLC Doing Business As (d/b/a) another name.

11. Applicants applying for a Home Based Occupation License **MUST** read the Home Occupation Ordinance (*Chapter 28, Article 6, Section 6.16*), and **MUST SUBMIT A LETTER** fully describing the nature of the business and how it will operate from the home. In addition, you **MUST** provide information on commercial vehicles being used for the business and where will they be parked (not on the residential site), as well as provide the location of storage of any business equipment (also not on the residential site). According to the Ordinance, the letter should include:

- a) The nature of the business in detail
- b) That the business is "office use only"
- c) There are no commercial signs or vehicles on site
- d) There is no pedestrian traffic (customers or employees)
- e) There is no storage on the premises

12. **ANY & ALL** professions licensed by the State of Florida Department of Business and Professional Regulations or by Broward County must provide a copy of all licensure or certifications and a copy of their general liability insurance. This would include, but is not limited to: Doctors, Physicians, Practitioner Nurses, Lawyers, Beauticians, Sellers of Travel, Tour Guides, Auto Mechanics, etc. Also, all contractors, whether general, plumbing, electrical, or mechanical. (If you are licensed or certified in more than one discipline, you will be required to complete a separate application for each discipline) See additional list below for documents which required submission with this application.

13. Restaurants, retail food markets, fruits & vegetables markets, etc., **MUST** provide a copy of the Health Inspection Report from either of the following:

- a) State of Florida Department of Agriculture & Consumer Services
- b) State of Florida Department of Business & Professional Regulations

THE FOLLOWING ADDITIONAL DOCUMENTS (AS APPLICABLE) MUST BE SUBMITTED WITH THIS LOCAL BUSINESS TAX RECEIPT (LICENSE) APPLICATION:

- A. Any and all county and state licenses
- B. Any and all Certificates of Competency
- C. Liability Insurance documents (required with any state license)
- D. Hotel & Restaurant License
- E. Permit from Department of Agriculture & Consumer Services. Certificates are required for the following:
 - Health Studios
 - Sellers of Travel
 - Telemarketing
 - Dance Studios
 - Motor Vehicle Repair (anything that has engine & runs on road requires a certificate)
 - Pawnshops
- F. Certificates of Registration (Automobile Repair Shops)
- G. State of Florida Alcoholic Beverage License

Should you have any questions, or require further assistance with the documents needed to submit with your application, please contact the Business License Division at 954-924-6805 ext 3644 or 3657, and staff members will be happy to assist you in the application process.



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BUILDING INSPECTION INFORMATION & REQUIREMENTS

You are submitting an application for a local business tax receipt to operate a business in the City of Dania Beach. One part of the application process is an inspection of the premises by inspectors from the Building Department and Fire Prevention Bureau. These inspections are performed for the purpose of insuring the business is safe as possible for all occupants and patrons through compliance with the building and fire codes.

These inspectors will visit your site:

- Fire
- Electrical
- Plumbing
- Mechanical (i.e.: Air Conditioning, Ventilation, etc.)
- Building/Structural (if requested by the Fire, Electrical, Mechanical, and/or Plumbing Inspector)

A representative from the Business Tax Division will contact you to arrange a date and time for these required inspections. You must make arrangements to be on site, or have someone on site, to allow entry so the inspectors may perform their inspections. The inspectors will not enter or inspect an un-occupied building.

If any code violations are noted, you will be given a Violation Notice listing the defects. You will be required to correct these defects and/or remove any non-compliance work. You are responsible for correcting any and all violations either created or inherited by you (i.e.: work you've done without permits or work that existed prior to these inspections). Permits will be required, and a contractor licensed in the particular trade in violation must obtain the permits. Owner/Builder permits cannot be issued to tenants or building owners of rented or leased property, unless they themselves are licensed contractors.

For any violations found, you will be given a reasonable amount of days in which to have the problems corrected. Failure to make the corrections, or operating your business prior to having obtained your license, may result in a Code Enforcement action being taken against both you and the building owner.

Please make every effort to comply. The division's staff will be available to answer any questions and assist with information during this process.

PLEASE NOTE: Inspection fees will be charged and assessed, and will be invoiced along with the license fees due once all inspections are completed and passed. The fees are calculated based upon the number and type of inspections performed, and additional information can be obtained from the division's staff prior to submission or invoicing, or as requested.



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FIRE EXTINGUISHER INFORMATION & REQUIREMENTS
For Business Occupancies

Extinguishment Requirements for New and Existing Business Occupancies: Portable fire extinguishers shall be provided in every business occupancy in accordance with 9.7.4.1. [38 & 39.3.5]

9.7.4 Manual Extinguishing Equipment

9.7.4.1 Where required by the provisions of another section of the Code, portable fire extinguishers shall be installed, inspected, and maintained in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

NFPA 10 Standard for Portable Fire Extinguishers, 2002 Edition

The minimum number of fire extinguishers needed to protect a property shall be determined as outlined in NFPA 10. Required building protection shall be provided by fire extinguishers suitable for Class A fires [ordinary combustible materials [5.1.1][5.1.2.1], Class B fires [flammable liquids and gases], Class C fires [energized electrical equipment], Class D fires [combustible metals], Class K fires [cooking appliances that involve combustible cooking oils and fats] or multi-purpose, 2A:20-B:C, type(s) which varies depending on business size, type, and operational use.

Generally the requirement is one fire extinguisher for every 3,000 square feet of space, with a maximum travel distance of 75 feet between extinguishers, with one on each floor level.

Portable fire extinguishers shall be installed securely on the hanger, or in the bracket supplied by the manufacturer, in a listed bracket approved for such purpose, or placed in cabinets or wall recesses. [13.6.3.7].

Fire extinguishers having a gross weight not exceeding 40 lb shall be installed so that the top of the fire extinguisher is not more than 5 feet above the floor. Fire extinguishers having a gross weight greater than 40 lb. shall be so installed that the top of the fire extinguisher is not more than 3-1/2 feet above the floor. In no case shall the clearance between the bottom of the fire extinguisher and the floor be less than 4 inches [13.6.3.10]

Fire extinguishers shall not be obstructed or obscured from view. [13.6.3.6]

Cabinets housing fire extinguishers shall not be locked, except where fire extinguishers are subject to malicious use and cabinets include a means of emergency access [13.6.3.5]

Fire extinguishers installed under conditions where they are subject to physical damage, (i.e. from impact, vibration, and the environment), shall be adequately protected. [13.6.3.9]

The owner or designated agent or occupant of a property in which fire extinguishers are located shall be responsible for such inspection, maintenance, and recharging. [6.1.3]

Fire extinguishers shall be subjected to maintenance at intervals of not more than 1 year, at the time of hydrostatic test, or when specifically indicated by an inspection or electronic notification.

Records shall be kept on a tag and label attached to the fire extinguisher which displays the identification of the listing, labeling organization, fire test, certification date, and performance standard that the fire extinguisher meets or exceeds.



Broward Sheriff's Office
District 2 - Dania Beach
Crime Prevention Unit
100 W Dania Beach Blvd
Dania Beach, FL 33004
Phone # 954-926-2400



Dania Beach Business Watch
Membership Application
(PLEASE PRINT)

Date: _____

Business Information

Business Name: _____

Business Address: _____

City: Dania Beach State: FL ZIP: _____

Business Phone: _____ Business Fax: _____

E-Mail Address: _____

Hours of Operation: _____

Owner / Manager Contact Information

Name: _____

Address: _____

Home Phone: _____ Cellular: _____

Emergency Contact Information

Name	Telephone

Comments: _____

For information on this and other crime prevention programs,
please contact our Crime Prevention Unit at 954.926.2400.

Zone # _____



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PROPERTY OWNER/LANDLORD AUTHORIZATION TO ISSUE LICENSE

I CERTIFY THAT I AM THE PROPERTY OWNER AND/OR AUTHORIZED AGENT OF THE PREMISES
 LOCATED AT: _____

LESSEE BAY/UNIT/SUITE #(S): _____ FOLIO #: _____

AND HAVE LEASED SAID PREMISES TO: _____

FOR THE PURPOSE OF CONDUCTING HIS/HER BUSINESS OF: _____

I FURTHER UNDERSTAND THAT THE BUILDING WILL BE INSPECTED BY THE CITY OF DANIA BEACH
 INSPECTORS AND AGREE THAT **ANY VIOLATIONS** (STRUCTURAL, ELECTRICAL, PLUMBING,
 MECHANICAL, AND/OR FIRE PREVENTION) WILL BE CORRECTED BY ME OR THE LESSEE. I ALSO
 UNDERSTAND THAT NO ALTERATIONS OR ADDITIONS WILL BE MADE WITHIN OR TO THE PREMISES
 UNTIL THE PROPER PERMITS HAVE BEEN PROCURED. IN ADDITION, NO SIGNS WILL BE ALTERED OR
 INSTALLED UPON THE PREMISES WITHOUT THE PROPER PERMITS BEING PULLED. LASTLY, ANY
 VIOLATIONS NOT CORRECTED MAY BE CITED BY THE CODE COMPLIANCE DIVISION, WHICH
 PURSUANT TO FLORIDA STATE STATUTES, I AM HELD ULTIMATELY RESPONSIBLE FOR REGARDLESS
 OF ANY LEASE CONDITIONS OR AGREEMENTS WITH THE LESSEE.

SIGNATURE OF OWNER OR AGENT

PRINTED NAME

TITLE

PHONE NUMBER

DATE

State of Florida:

County of Broward:

The foregoing instrument was acknowledged before me this _____ day of _____,
 _____, by _____ who is personally know to me or who has
 produced _____ as identification, and who did (or did not) take an oath.

NOTARY PUBLIC

(SEAL)

MY COMMISSION EXPIRES:



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AFFIDAVIT OF INVENTORY

If your business carries an inventory of merchandise, you must have this affidavit properly executed and returned to the Division along with the completed application form(s). This does not include equipment, furniture, or other items used in the day to day operations of the business.

I certify that the average dollar (\$) value of inventory maintained on the site of

_____ is \$ _____
NAME OF BUSINESS

<i>*Please fill in areas where applicable.</i>	
Percent of Inventory as Retail Product: _____ %	Value of Inventory as Retail Product: \$ _____
Percent of Inventory as Wholesale Product: _____ %	Value of Inventory as Wholesale Product: \$ _____
Total of Storage and/or Warehouse Space: _____ Square Feet	

SIGNATURE OF OWNER OR OFFICER

TITLE

PRINTED NAME

DATE

State of Florida:

County of Broward:

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____ who is personally know to me or who has produced _____ as identification, and who did (or did not) take an oath.

NOTARY PUBLIC (SEAL)
MY COMMISSION EXPIRES: