

# APPLICATION FOR COLUMBIA COUNTY BUSINESS TAX RECEIPT

RONNIE BRANNON TAX COLLECTOR, COLUMBIA COUNTY  
 135 NE HERNANDO AVE SUITE 125 LAKE CITY, FLORIDA 32055  
 Phone: (386) 758-1077

Primary Business Activity (Please be specific): <hr/> Business Name: _____	Check Business Type: _____ Professional _____ Retail _____ Service _____ Contractor _____ Mfg. _____ Wholesale _____ Other	Date
Physical Business Location and Tax Parcel ID: <hr/> City: _____ State: ___ Zip: _____ Tax Parcel ID: _____	Ownership Information: Primary Owner: _____ Home Address: _____ City: _____ State: ___ Zip: _____ Phone: ( _____ ) _____	Acct. #
Mailing Address (if different): <hr/> City: _____ State: ___ Zip: _____	Federal ID Number: <i>If Applicable</i> [ ][ ]-[ ][ ][ ][ ][ ][ ][ ][ ][ ]	Category
Business Telephone: _____ Business E-mail: _____	Business Tax Receipts have to be approved by the <b>Columbia County Building Department</b> before our office will issue a Business Tax Receipt.  <b>State License/Competency Card/Registration #</b> <b>(attach copy):</b> _____  No License Required: _____ Approved By Building Dept: _____	Clerk
All applications have to be reviewed and approved by the <b>Columbia County Zoning Department</b> before our office will issue a Business Tax Receipt.  <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved By: _____  Comments: _____	<b>Property Appraiser Notification</b>  Property Appraiser: _____	

Those persons making the above Business Tax Receipt Application for business located inside the City Limits of Lake City or Fort White must be licensed by their respective City Governments before a Business Tax Receipt will be granted by the Tax Collector's Office. Please include your City's License #: \_\_\_\_\_

**City of Lake City**  Approved  Not Approved      **Town of Fort White**  Approved  Not Approved

Reviewed by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Accommodations and Vending Information (if applicable):

Restaurants/Taverns/Bars, etc.: # of seats \_\_\_\_\_ Laundromats: # of coin machines: \_\_\_\_\_  
 Hotel/Motel/Bed & Breakfast/etc.: # of rooms \_\_\_\_\_ Number of vending machines: \_\_\_\_\_  
 Number of Employees Including Owner: \_\_\_\_\_

ATTACH FICTITIOUS NAME REGISTRATION or this certifies that the above named business is exempt from registering for a Fictitious Name for the following reason:

- It is a corporation registered with the Florida Secretary of State.
- I am licensed by the Department of Business and Professional Regulation or the Department of Health.
- It is operated under the legal name of the owner(s).

I UNDERSTAND THAT I AM RESPONSIBLE FOR ENSURING THAT MY BUSINESS COMPLIES WITH ZONING REGULATIONS AND ANY OTHER STATE, COUNTY OR CITY REGULATIONS. I ALSO UNDERSTAND THAT THE INFORMATION PROVIDED ON THIS APPLICATION WILL BE FORWARDED TO THE COLUMBIA COUNTY PROPERTY APPRAISER'S OFFICE.

I AFFIRM THIS APPLICATION FOR BUSINESS TAX IS MADE FOR THE PROFESSION OR BUSINESS INDICATED HEREON AND IS TRUE AND CORRECT.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Ronnie Brannon, CFC

Tax Collector, Columbia County  
135 NE Hernando Ave., Suite 125  
Lake City, FL. 32055-4006  
(386) 758-1077

## The following items are required to obtain and/or transfer a Columbia County Business Tax Receipt:

- \_\_\_\_\_ Complete the Business Tax Receipt Application enclosed.
- \_\_\_\_\_ \* Attach Proof of Current Fictitious Name Registration filed with the State of Florida, Division of Corporations and proof of advertisement in local newspaper
- \_\_\_\_\_ \* If your business is a registered Corporation or Registered LLC a copy must be attached.  
(You may need this for workers compensation purposes.)
- \_\_\_\_\_ \* Receipt for license from the Division of Hotels and Restaurants.
- \_\_\_\_\_ \* Department of Agriculture inspection showing approval to open (For retail or wholesale food).
- \_\_\_\_\_ \* Department of Agriculture license, which will be in effect during the period the license is issued for:  
Motor Vehicle Repair, Auto Body Repair, Travel Agency, Seller of Travel, Pawn Shop, Pest Control, Dance Studio
- \_\_\_\_\_ Columbia County Competency Card or State Certification for Construction Industry, which will be in effect during the period for which the license is issued.
- \_\_\_\_\_ \* State license from Dept. of Health for Medical occupations, including Nursing Homes and ACLF.
- \_\_\_\_\_ \* State license from Dept. of Children & Family Services for Day Care Facilities.
- \_\_\_\_\_ \* State license or inspection from Department of Environmental Health for Mobile Home Park, RV Park or Bar.
- \_\_\_\_\_ \* Tattoo Parlor – Need a letter from a physician that will oversee sterilization procedures.
- \_\_\_\_\_ If your business is located within the City of Lake City or Town of Fort White, you must obtain the appropriate license and authorized signature on the attached application prior to issuance of County Business Tax Receipt.

*\* For location and/or ownership change, these licenses need to be applied for by the new owner(s) – or for location change only – the new location needs to be on these licenses.*

*\* Business name, owner and location must match the application for Columbia County Business Tax Receipt.*

### Contact Information:

Building Department – Competency Cards-----	www.columbiacountyfla.com-----	1-386-758-1008
Department of Agriculture and Consumer Services----	www.800helpfla.com -----	1-800-435-7352
Department of Business and Professional Regulation-----	www.myflorida.com/dbpr -----	1-850-487-1395
Worker’s Compensation Exemption Forms-----	www.fldfs.com/wc-----	1-352-401-5350
Division of Corporations – Fictitious Name Registration----	www.sunbiz.org -----	1-850-245-6058
Division of Children & Family Services -----		1-352-330-2177
City of Lake City- Business Tax Receipt-----	www.ci.lake-city.fl.us -----	1-386-719-5744
Town of Fort White-----	www.townoffortwhitefl.com -----	1-386-497-2321
Florida Department of Revenue.....	sales tax info -----	1-386-758-0420
Environmental Health(Food Handling) -----		1-386-758-1057

**Visit our website at [www.columbiataxcollector.com](http://www.columbiataxcollector.com)  
“Working Together To Make A Difference”**