



How Do I...



OPEN A BUSINESS

Welcome to Daytona Beach!

We are eager to help the small business owner and entrepreneur, along with the 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 Application.

- Is your business located within the City of Daytona Beach? Not sure? Check with the [Volusia County Property Appraiser](#)

See the panel to the right for additional location information

- Is your business registered with SunBiz? If not visit [sunbiz.org](#) to register.

- Have you obtained a Federal I.D number from the Internal Revenue Service (IRS)? If not information on applying for a Federal ID number can be found here:

[IRS.gov- Starting a Business](#)

- 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 here: [www.myfloridalicense.com](#)

Fees

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

Location Requirements

Home Based Business

- Is your intended business permitted to be located in your home?

Examples of home based businesses include but are NOT limited to: Accounting/Clerical, Professional Services, Home Daycares, and Contractors.

For more information concerning what types of businesses are permitted to be based within your home please contact Permits & Licensing at (386) 671-8140.

Commercial Business

- Does the Zoning Classification of your location permit your type of business? Not sure?

With Daytona Beach's interactive **Zoning Map** you can find out which zoning designation your location is in and other location details. The map can be found here:

[City Maps](#)

Official approval may still be needed before a BTR is issued regardless of any use of maps linked above.

- Is your business in a Redevelopment Area such as Downtown, S. Atlantic, Main Street, Ballough Road, or Midtown?

If so there may be additional requirements for those areas. More information concerning requirements in each redevelopment area can be found here: [Redevelopment Plans](#)

- Is business signage needed? If so you will need to apply for an additional permit which can be done on the Permits & Licensing webpage: [Permits & Licensing Division](#)

Inspection

Once approved you will be contacted to schedule an inspection of the property if one is required.





Business Tax Receipt Application Check List



This check list 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 \$52.00 will be required at the time your application is submitted.

