



*“Any person and/or company who maintains a permanent business location or branch office within the City of Sunrise for the privilege of engaging in or managing any business, profession or occupation is required to obtain a business tax receipt.” Article II, Section 7-27 (1)(2)*

**BUSINESS TAX RECEIPT REQUIREMENTS**  
*Office Hours: Monday through Friday, 8:00 a.m. to 4:00 p.m.*

**CHECKLIST**

**REQUIRED DOCUMENTS**

- Bill of Sale for transfer of new business owner.
- Bill of Sale and/or Warranty Deed for transfer of new property owner. Rent roll must be included.
- Copy of Lease Agreement
- A passed business tax receipt fire inspection. After you set up the establishment and prior to opening, contact the Fire Department at (954) 746-3470 to schedule a business tax fire inspection.
- Certificate of Occupancy or Certificate of Completion (**IF APPLICABLE**). Contact the Building Division at (954) 572-2354 for additional information.
- Copy of the owner’s or applicant’s driver’s license.
- Proof of corporate and/or Fictitious Name filing with the State of Florida (sunbiz.org). (850) 245-6058
- Merchant’s Affidavit – Retail and/or Wholesale Inventory on site. (**IF APPLICABLE**)
- A copy of any and all business or Professional licenses required by either county or state to conduct your business. (**IF APPLICABLE**)
- State Sales Tax Number (**IF APPLICABLE**)
- Please provide FEIN or SSN {Required by F.S. 205.0535(6)}

**CHECKLIST FOR HOME BASED BUSINESS**

**REQUIRED DOCUMENTS**

- Copy of the applicant’s driver’s license. The address on the driver’s license must match your City of Sunrise address. If not, you can provide the original electric or water bill in your name with the Sunrise address.
- Name and address of the homeowner if different than the applicant.

- Nature of the business to be conducted. If a state or county license is required, a copy of the license must be submitted.
- Legal description of the property where home occupation is to be conducted. (BCPA.net)
- Proof of corporate and/or Fictitious Name filing with the State of Florida (sunbiz.org). (850) 245-6058
- Please provide FEIN or SSN {Required by F.S. 205.0535(6)}

## CHECKLIST FOR P.O. BOX

### REQUIRED DOCUMENTS

- Copy of the owner's or applicant's driver's license.
- Post Office rentals in Sunrise may be used as a business mailing address. A copy of your rental service contract and original receipt is required.
- Nature of the business to be conducted. If a state or county license is required, a copy of the license must be submitted.
- Proof of corporate and/or Fictitious Name filing with the State of Florida (sunbiz.org). (850) 245-6058
- Please provide FEIN or SSN {Required by F.S. 205.0535(6)}

## APPLICATION PROCESS

Complete application and required documents are accepted in person (Monday – Friday from 8:00 a.m. to 3:30 p.m.) for review. **Please note that applications are reviewed and processed in the order in which we receive them.** The business will be notified via e-mail once the application has been reviewed, processed and invoiced. The local business tax receipt will be issued upon receipt of payment. The business may remit payment as follows:

- Online credit card payment via our CSS Portal at [sunrisefl.gov/openforbusiness](http://sunrisefl.gov/openforbusiness).
- In person credit card transaction at our kiosk or at the front counter.
- In person or by mail check or money order
- Cash only transactions must be in the exact amount.

**ALL BUSINESSES MUST OBTAIN  
A BROWARD COUNTY BUSINESS TAX RECEIPT**  
115 S. Andrews Avenue #A100, Ft. Lauderdale, FL 33301 – (954) 831-4000  
[www.broward.county-taxes.com/btexpress](http://www.broward.county-taxes.com/btexpress)