



## CITY OF NEW PORT RICHEY

5919 MAIN STREET • NEW PORT RICHEY, FL 34652 • 727.853.1039

Dear New Business Owner,

Welcome to the City of New Port Richey!

To better assist you in acquiring your Business Tax Receipt (BTR), please review the required documentation and process.

1. A completed Zoning Clearance (ZC) application must be submitted to the Development Department for review prior to applying for the BTR. Once the ZC application has been approved and returned to you via emailed, you are welcome to . . . .
2. Contact Ms. Melanie Tyler, Tuesday through Thursday, to schedule a building safety inspection. This inspection is performed by the city Building Official and must be approved prior to submitting your BTR application.
3. Complete and submit the BTR application and all required documents to the Development Department in person or through the USPS. Applications with missing documents will not be accepted. Please use the list below as a guide to assist you with your submittal.

All businesses must submit:

- Photocopy of Driver's License
- Pasco County BTR (License)
- Sunbiz – Division of Corporations
- Fictitious Trade Name
- Department of Treasury (IRS) - EIN Number Assignment, **or** Social Security Number

If your business or profession requires, you must also submit:

- Department of Revenue Sales and Use Tax Certificate
  - State License ~ Examples:
    - o Department of Business and Professional regulations
    - o Department of Agriculture and Consumer Services
    - o Department of Health
    - o Department of Financial Services
    - o The Florida Bar
    - o Board of Pharmacy
    - o Florida Highway Safety and Motor Vehicles
    - o Nonprofit Exemption – e.g. 501(c)(3)
    - o Etc.
4. Once you are 100% ready to open your doors for business, but have not yet opened, the premises must pass a Fire Safety Inspection. Please contact Ms. Tina Anfusio to schedule. To help ensure compliance with City Ordinances and the National Fire Protection Association, please use this list as a guide for requirements.
    - Fire Extinguishers:** Depending on the type or occupancy of your business, you may be required to have one or more. (Minimum size permitted is 5lb., ABC type rated (2-A 10-B:C) which must be certified annually.)
    - Exit Signs:** Must be illuminated with battery backup. Where exits are not readily visible, directional exit signs must be installed.
    - Emergency Lighting:** Emergency lighting must be in operating condition and provide one (1) hour of battery power.
    - Extension Cords/Multi-Tri Taps:** Extension Cords are considered temporary use only and Multi-Tri Taps are prohibited.

\*Salons/Barbershops need a BTR, as does each cosmetologist/technician. It is the responsibility of the salon owner to ensure that all licensed cosmetologists/technicians working in the salon, which do not receive a W-2, obtain a BTR. If the Salon Owner also works as a cosmetologist/technician, then he/she would need one as well.

\*Professional Offices need a BTR, as does each licensed professional. It is the responsibility of the business owner to ensure that all licensed professionals working in the business, which do not receive a W-2, obtain a BTR. If the business owner also works as a licensed professional, then he/she would need one as well.

\*Organizations that are exempt – A BTR application is to be submitted (documentation included), however the tax is waived.

\* For interior/exterior modifications, a building permit may be required, contact Tammy Ledford

\* To schedule your fire safety inspection, contact Tina Anfuso

\* To schedule your building inspection, contact Melanie Tyler of Gina Drake

Contacts:

Zoning Clearance Application – Lisa Algieri ~ 727-853-1050

Business Tax Receipts – Melanie Tyler ~ 727-853-1039

Gina Drake ~ 727-853-1049

Fire Safety Inspection - Tina Anfuso ~ 727-853-1032

Permitting – Tammy Ledford ~ 727-853-1047

Sincerely,

City of New Port Richey