



# **Business Tax Receipt**

## **Reference Guide**

Guide to doing  
business in Wellington!

Renew your license  
online, through mail or  
in person!

**For more information, call 561-791-4000**

**12300 Forest Hill Boulevard, Wellington, FL 33414**  
**[www.wellingtonfl.gov](http://www.wellingtonfl.gov)**

## **Who needs to obtain a Wellington Business Tax Receipt (BTR)?**

A local BTR is required before engaging in any business in Wellington including home based businesses and rental properties. Any person who maintains a permanent business location or branch office within Wellington or engages in or manages any business in Wellington must complete and submit an application to obtain a BTR. Such application shall be made by the owner, partner, or an officer of the business.

No person shall own, engage in, or manage any business, profession, or occupation until a BTR has been obtained for the current year. All businesses must also obtain a Palm Beach County BTR before commencing business. For additional information on obtaining a BTR in Palm Beach County, call (561)355-2272.

## **Posting of Business Tax Receipt**

All Business Tax Receipts shall be posted in a conspicuous place in or about the place of business.

## **What other licenses do I need to obtain?**

Certain businesses must also have licenses from State or County agencies.

## **What information do I need to submit with my application?**

A complete checklist of items can be found at [www.wellingtonfl.gov](http://www.wellingtonfl.gov). Additional information including but not limited to insurance certificates and professional licenses may be required depending on the type of business. Any additional information that is required must be submitted with the BTR application.

## **Payments, Renewals and Late Fees**

BTR fees vary according to the type of business and must be renewed annually. Fees can be paid by check, cash or credit card and are due when the application is submitted. For a complete fee schedule, please visit [www.wellingtonfl.gov](http://www.wellingtonfl.gov).



A Wellington BTR is valid from October 1 to September 30. Renewal notices are mailed out every July. After October 1, a 10 % penalty will apply and a 5 % penalty will apply for each month thereafter. Once a renewal is 150 days past due, an additional \$250.00 delinquent fee will be assessed. Renewal Payments may be made online at [www.wellingtonfl.gov](http://www.wellingtonfl.gov).

## **Fire Inspection**

All businesses, excluding home-based businesses, are subject to annual fire inspections by the Palm Beach County Fire - Inspection Division. To schedule an appointment, call (561) 233-0050.

## **Business Inspections**

A building safety inspection is required for all new businesses and/or change of ownership. A business will be charged a \$35.00 fee for each inspection. To schedule an appointment, call the Automated Inspection Line at (561) 753-2418.

## **BTR and Associated Fees**

*Please note that each application is assessed a one-time, non-refundable \$50.00 registration and \$30.00 zoning review fee. The registration and zoning fees are separate and will not be refunded if the application is denied or cancelled.*



## **Change of Business Name and Address**

A new BTR application must be completed and submitted for any change. The Business Owner is responsible for notifying Wellington of any changes in the business address, business owner mailing address, and any changes of the business or corporation name. A transfer fee up to \$25.00, will be applied to such changes.

## **Merchants: Retail or Wholesale**

BTR's are issued based upon inventory at cost for retail/wholesale businesses. It shall be the duty of the person applying for a BTR to file a sworn statement as to the amount of cost at inventory. When the cost of the BTR is related to retail or wholesale inventory, the BTR fee is as follows:

- \$100.00 for Small Retail (2,100 square feet or less)
- \$100.00 for Large Retail (exceeding 2,100 square feet)
- \$100.00 for up to \$10,000.00 in inventory
- \$ 6.00 for each additional \$1,000.00 in inventory

## **Professionals**

A BTR shall be required of an individual, corporation or professional association regulated by law. Each person or business that is licensed separately from a state agency must acquire a Business Tax Receipt per classification (i.e. each doctor or lawyer employed in a practice). BTR fees for professionals are as follows:

- \$100.00 for the individual business
- Additional fee (cost depends on the industry) for each state licensed professional employed within the business

## **Food Services**

All eating and drinking establishments have the following BTR fees:

- \$100.00 for base fee up to 50 seats
- \$3.40 for each additional seat

Additional licenses are required through state agencies including the Florida Division of Alcoholic Beverages and Tobacco (if applicable).



## Contractors

All certified contractors are required to obtain a BTR before conducting business in Wellington. BTR fees for contractors are as follows:

- \$100.00 for contractors located within city limits
- \$2.00 for State certified or Palm Beach County-wide license holders
- \$75.00 for all others not requiring state or county licensing certificates



## Home-Based Businesses or Home Occupations

Home-based business or occupations include businesses or trades conducted within a dwelling unit that result in a financial gain for the resident of the dwelling unit. The primary use of the dwelling must be for residential purposes and no more than 10 % of the total floor area of the dwelling may be used for business purposes. BTR fees home-based businesses or home occupations depend on the type of industry.

### Helpful Contacts:

#### Palm Beach County

Palm Beach County Business Tax Office	561-355-2264
Palm Beach County Department of Health	561-840-4500
Palm Beach County Certificate of Competency	561-233-5525

#### State of Florida

Florida Department of Business & Professional Regulations	850-487-1395
Florida Division of Alcoholic Beverages and Tobacco	561-650-6840
Florida Revenue Department (State Sales Tax)	561-640-2800
Florida Agency for Healthcare Administration	888-419-3456
Florida Department of Agriculture	800-435-7352
Florida Department of Financial Services	800-848-3792
Florida Divisions of Corporations	850-488-9000
Fictitious Name Registration (Florida)	850-245-6058

#### Federal

Internal Revenue Service (Federal ID Number)	800-829-3676
Federal ID Number & Tax Info (IRS)	800-829-4933

#### Other

Small Business Administration	305-536-5521
Better Business Bureau	561-842-1918