



**ZONING NOTICE FOR
BUSINESS TAX APPLICANTS
CITY OF TALLAHASSEE**



THIS SECTION IS FOR OFFICE USE ONLY

ACCOUNT#: _____

DATE APPLIED: _____

PLEASE BE ADVISED THAT THE ISSUANCE OF AN OCCUPATIONAL BUSINESS TAX CERTIFICATE BY THE CITY OF TALLAHASSEE DOES NOT SIGNIFY THAT THE PROPOSED BUSINESS AND/OR EXISTING BUILDING(S) ARE IN COMPLIANCE WITH THE APPLICABLE CITY REGULATIONS (ZONING CODE, BUILDING CODE, ETC.).

TO AVOID COSTLY DELAYS AND/OR PROBLEMS, IT IS RECOMMENDED THAT PRIOR TO APPLYING FOR A BUSINESS TAX CERTIFICATE, A PROSPECTIVE BUSINESS OWNER CONTACT THE CITY OF TALLAHASSEE, GROWTH MANAGEMENT DEPARTMENT AT (850) 891-7100, 100 WEST VIRGINIA ST., TO FIND OUT IF THE LOCATION IN QUESTION IS ZONED FOR THE PROPOSED BUSINESS AND TO FIND WHAT APPROVALS AND/OR PERMITS ARE NECESSARY IN ORDER TO START THE PROPOSED BUSINESS.

IF A BUSINESS IS STARTED WITHOUT OBTAINING THE NECESSARY APPROVALS AND/OR PERMITS, IT IS POSSIBLE THAT THE CITY MAY IMPOSE A FINE AND/OR REQUIRE THE BUSINESS TO CEASE OPERATION UNTIL ALL OF THE REQUIRED APPROVALS AND/OR PERMITS HAVE BEEN PAID.

PLEASE COMPLETE THE REQUESTED INFORMATION BELOW:

APPLICANTS NAME: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

_____ CITY STATE ZIP

BUSINESS ADDRESS: _____

_____ CITY STATE ZIP

DO YOU LIVE AT THE ABOVE BUSINESS LOCATION (circle one) YES NO

TYPE OF PROPSED BUSINESS (i.e. Day Care, Accounting Office, etc.): _____

PRIOR USE OF BUILDING (i.e. Day Care, Accounting Office, etc.): _____

WAS THE PRIOR USE RESIDENTIAL (circle one)? YES NO

PLEASE READ CAREFULLY: I HEREBY UNDERSTAND THAT THE ISSUANCE OF A BUSINESS TAX CERTIFICATE MEANS I HAVE PAID MY CITY BUSINESS TAX. IT IS MY RESPONSIBILITY TO VERIFY THAT I AM IN COMPLIANCE WITH ALL LOCAL AND STATE REQUIREMENTS. DIRECT ANY ZONING QUESTIONS TO THE GROWTH MANAGEMENT DEPARTMENT/LAND USE & ENVIRONMENTAL SERVICES DIVISION AT (850) 891-7100

PRINT NAME

SIGNATURE

DATE