

City of Cedar Key

Local Business Tax Receipt Application

Business Name _____

Address of Business _____

FEIN # or SSN # _____ Phone Number _____

Business Owner's Name _____

Mailing Address _____

Requirements

- Proof of Business Registration and compliance with State of Florida has been provided
- Registration of Fictitious Name or Statement of Non-Compliance
- Submittal of FEIN # or SSN #

Fees

All Business Tax Receipts expire September 30th. Renewal notices are mailed in August and are due no later than October 1st. The annual cost is \$25.00

I certify under the penalty of perjury that the information in my application is accurate and correct to the best of my knowledge and belief and I have complied with the requirements of the City of Cedar Key. I understand that if any portion is false or misrepresented such fact may constitute a criminal violation under Chapter II, Article V, of the Laws of Cedar Key and may be just cause for revocation of any Business Tax Receipt issued. Further, I warrant that I am duly authorized to enter into and execute this Business Tax Application on behalf of my business/firm.

I am aware the City of Cedar Key Local Business Tax Receipt is in addition to any other license, permit or certificate that may be required by law and does not signify compliance with federal, state or city zoning, health, or regulatory requirements. The City of Cedar Key Local Business Tax Receipt is non-regulatory and is not an endorsement of work quality.

I further understand that the issuance of a Business Tax Receipt is a privilege to conduct business in the City of Cedar Key, and that failure to correct conditions on the premises which are in violation of the City Code is punishable under Chapter II of the Laws of Cedar Key and such failure may be just cause for immediate revocation of any Business Tax Receipt issued.

Signature of Applicant _____ Date _____

Approved _____ Date _____

Business Permit Information

Requirements

- Check to make sure your location is in the City limits of Cedar Key.
- Check the land use regulations before starting any business activity.
- Complete all required City inspections.
- Compliance with Historic District Regulations.
- Home Occupations require a notarized letter of approval from the property owner or property manager if the applicant is not the homeowner.
- Home Occupations require a sketch with dimensions of the floor plan. Label each room and the area to be used for the business.
- Complete an application for Commercial Trash Service
- I have paid for and electrical/fire inspection with The City of Cedar Key to be completed in 14 days
- I have read and understand the attached documents on public right-of-way and home occupations

Fees

- Electrical Inspection ~~\$100.00~~ \$110
- Fire Inspection ~~\$200.00~~ \$225
- Sign Permit \$30.00
- Business Tax Receipt \$25.00 Required
- Business Permit \$25.00 Required
- Certificate of Appropriateness ~~\$200.00~~ \$250.00
- Garbage Services will be billed monthly to billing address provided **Required**

Below is a list of agencies and their phone numbers that should be checked concerning code requirements or regulations before starting a business operation at any location.

State Agencies

Division of Corporations	850-488-9000
Fictitious Name Registration (www.sunbiz.org)	850-245-6058
Professional Regulation	850-487-2252
Workers Compensation	407-245-0758
Hotels & Restaurants	850-487-1395
Alcoholic Beverage	407-245-0785
Agriculture (Food Safety)	800-435-7352
Sellers of Travel	800-435-7352
Motor Vehicle Repair	800-435-7352
Revenue (Sales Tax)	407-475-1200
Federal Employers	800-829-3676
Identification Number (FEIN)	

Business Permit Application

Permit # _____

Business Name _____

Address of Business _____

FEIN # or SSN # _____ Phone Number _____

Business Owner's Name _____

Mailing Address _____

I certify under the penalty of perjury that the information in my application is accurate and correct to the best of my knowledge and belief and I have complied with the requirements of the City of Cedar Key.

Signature of Applicant _____ Date _____

Office Use Only

Location is in the City limits of Cedar Key Verified by _____

Meets Land Use Regulations Verified by _____

Fire Inspection Permit # _____ Date Passed _____ Not Required _____

Electrical Inspection Permit # _____ Date Passed _____ Not Required _____

Sign Permit # _____ No Sign Permitted _____

Compliance with Historic District Regulations COA# _____ Not Required _____

Home Occupation Notarized Letter of Approval from Property Owner Received _____ Not Required _____

Home Occupation Sketch of Floor Plan Submitted Received _____ Not Required _____

Completed Application for Commercial Trash Service Received _____ Not Required _____

Submitted Signed Public Right-of-Way and Home Occupation Regulations Received _____ Not Required _____

Approved _____ Date _____

(permit must be completed before approved)

LAWS OF CEDAR KEY

CHAPTER 2: GENERAL ORDINANCES (History: Ordinance No. 379)

2.17.00 UNLAWFUL USE OF PUBLIC RIGHT-OF-WAY

2.17.01 Definitions

For the purpose of Part 2.17.00 the following definition shall apply.

Public Right of Way

"The surface, air space above the surface, and the area below the surface of any public street, highway, lane, path, alley, sidewalk, boulevard, drive, bridge, dock, park, or other lands conveyed or dedicated to the public for use of the public in the ordinary way."

2.27.02 BUILDING ON OR OBSTRUCTING PUBLIC RIGHT-OF-WAY

It shall be unlawful for any person to erect, build, construct, deposit, or place any building, structure, or obstruction of any kind whatsoever in any public right-of-way for the purpose of gain or any extraordinary use, except as authorized by a permit issued by the city commission.

LAND DEVELOPMENT CODE ARTICLE VII

7.02.02 HOME OCCUPATIONS

A home occupation shall be allowed in a bona fide, single-family dwelling unit, subject to the following requirements;

- A. No person other than members of the family residing on the premises shall be engaged in such occupation.**
- B. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential uses by its occupants, and shall under no circumstances change the residential character of the structure.**
- C. There shall be no change in the outside appearance of the building or premises, other than visible evidence of the conduct of such home occupation, other than one sign not exceeding one square foot in area, non-illuminated, mounted flat against the wall of the principal building at the position not more than two (2) feet from the main entrance of the residence. No additional sign shall be allowed.**
- D. No home occupation shall occupy more than twenty-five (25%) of the floor area of the residence or no more than ten percent (10%) of the lot area of the parcel of land on which the residence is located.**
- E. No traffic shall be generated by such occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall meet the off-street parking requirements of this Code for commercial uses.**
- F. No equipment, tools, or process shall be used in such a home-occupation which creates interference to neighboring properties due to noise, vibration, glare, fumes, odors, or electrical interference. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio, telephone, or televisions receivers off the premises or causes fluctuations in line voltage off the premises.**
- G. Fabrication of articles commonly classified under the terms "arts and handicrafts" may be deemed a home-occupation, subject to the other terms and conditions of this definition.**
- H. Outdoor storage of materials shall not be permitted.**
- I. A home occupation shall be subject to all applicable city, county and state occupation licensing requirements, fees, and other business taxes.**

Signature of Applicant _____ **Date** _____

Application for Commercial Trash Services

Name of Business _____

Address of Business _____

Billing Address _____

Cancellation of service must be in writing. Charges will apply until notification is received.

Signature of Applicant _____ Date _____

Rates: A surcharge of \$22.50 will apply to commercial accounts outside city limits

# of Cans	Mon. p/up	Mon. & Fri. p/up	Mon. Wed. & Fri. p/up	Recycle Charge Mon. p/up	Recycle Charge Mon & Fri. p/up
1 (64 gal.) w/ free Recycle	31.69 no food prep or kitchens			Included	No option
1		36.69	55.69	12.50	25.00
2		68.69	101.69	25.00	50.00
3		98.69	146.69	37.50	75.00
4		128.69	191.69	50.00	100.00
5		158.69	236.69	62.50	125.00
6		188.69	281.69	75.00	150.00
7		218.69	326.69	87.50	175.00
8		248.69	371.69	100.00	200.00

Dumpsters

2 Yard	76.89	136.84	195.90		
4 Yard	109.94	200.19	288.44		
6 Yard	146.09	266.29	376.19		
8 Yard	180.04	340.34	490.24		

Office Use Only

Remove Can # _____

New Can # _____

Notification CKWSD _____

E-Z Track _____

Comments: _____

CITY OF CEDAR KEY SIGN PERMIT APPLICATION

Date _____ Permit # _____ Fee \$ _____ Cash
 Check # _____

APPLICANT

Name: _____

Address: _____ Phone: _____

Business Associated with Sign: _____ Business License # _____

Address of Sign Location: _____ Parcel # _____

Are you the owner of property where the sign will be located? _____
If no, you must attached a notarized affidavit granted permission for the sign from the property owner.

Is this permit application associated with a development proposal? _____

Type of Sign:

- Temporary Sign
- Permanent Accessory Sign
- Permanent Outdoor Advertising Sign (Off Site)

Sign to be erected by: _____

**In Box A Sketch Sign Include Sign Content
and Dimensions**

**In Box B Indicate Location on Property
and/or Building**

The Undersigned Hereby Affirms: Application is hereby made to obtain a sign permit. All information completed on application is true and correct.

I HEREBY CERTIFY that on this day, before me an officer duly authorized in the State and County aforesaid to take acknowledgements personally appeared _____, who is personally know to me, and did not take an oath. Witness my hand and official seal this _____ day of _____ 200_____.

Notary Public

Signature of Applicant _____ Date _____

Reviewed By _____ Date _____

Approved

Denied Reason: _____