

Welcome to the Town of Palm Beach. The Town wants to help you be successful in your new business. We've developed this brochure to guide you in finding answers to the many questions you may have about doing business in the Town.

ZONING All new businesses must comply with Town zoning regulations. It is important to confirm how the underlying property is zoned, and whether the zoning district allows the proposed business.

Call the Zoning Administrator at 561-227-6406.

OFF-STREET PARKING REQUIREMENTS

Parking requirements vary depending upon specific site variables: new building construction vs. use of an existing structure, intensification of use, occupancy changes, etc.

Call the Zoning Administrator at 561-227-6406.



SIGNAGE REQUIREMENTS The Town regulates the type, size, location and lighting of all signs that advertise businesses. Permits and inspections are required.

Call the Planning Administrator at 561-227-6414.

VARIANCE, SITE PLAN OR SPECIAL EXCEPTION REQUIRED?

Some businesses, depending upon their nature, design, and/or location, may require specific approval from the Town Council.

Call the Zoning Administrator at 561-227-6406.

NEW AND/OR RENOVATED BUILDING?

DEMOLITION? New construction, exterior changes to existing buildings, and/or demolition require approval of either the Town's Architectural Commission or the Landmarks Preservation Commission. Permits and inspections are required.

Call the Planning Administrator at 561-227-6414.

BUILDING PERMITS, INSPECTIONS AND FEES

All construction work (including demolition) requires a permit. Changing "occupancy type" of an existing building or space may require renovations to be performed. Fees vary upon project value. Construction will be inspected by the Town to assure compliance with the Florida Building Code. Strict fines can be imposed upon persons that fail to obtain permits.

Call the Building Official at 561-227-6426

HOURS OF CONSTRUCTION & NOISE The Town regulates permissible work hours as well as noise limitations. Seasonal work is prohibited on Worth Avenue.

Call the Building Official at 561-227-6426.

BUSINESS TAX RECEIPT (BTR) All businesses must obtain an annual Business Tax Receipt from both the Town and Palm Beach County. All persons working at the same business, yet holding an individual State professional license, must obtain a BTR. Examples include attorneys, brokers, sales agents, massage therapists, stylists, etc.



✓ Change of business location requires zoning approval, a new application, payment of a transfer fee and surrender of the current receipt.

✓ Change of ownership requires proof of sale of business, a new application, payment of a transfer fee and surrender of the current receipt.

✓ No business tax receipt will be issued until applicable Town, County and State laws are complied with including, but not limited to, building, zoning, construction industry licensing, fire control and health.

BTR questions should be directed to the BTR Coordinator at 561-227-6411.

SPECIAL REQUIREMENTS FOR CERTAIN OCCUPATIONS



A. If your profession or business is certified by the Department of Business and Professional Regulation (850-487-1395) or Department of Health (850-488-0595), you must attach a copy of your certification, registration, or license to the local BTR application.

B. Banks, mortgage brokers, finance companies, and stockbrokers must be registered with the Office of Financial Regulation (850-410-9805). A copy of the license showing proper business location must be attached to the local BTR application.

C. Restaurants are subject to State and County requirements (licensing, inspections, etc.) in addition to local regulations imposed by the Town. Restaurateurs and mobile food unit operators must contact the Division of Hotel & Restaurants (850-487-1395). A copy of the State approved inspection report must be attached to the local BTR application.

D. Food outlets, auto repair, travel agencies, telemarketers, health and dance (ballroom) studios must attach a permit, registration or exemption from State of Florida, Dept. of Agriculture & Consumer Services (1-800-435-7352) to the local BTR application.

E. Certified contractors must attach a copy of State of Florida and/or Palm Beach County Certification. Call 561-233-5525 for certification information. County receipt is required; County wide municipal receipt is optional.

MISCELLANEOUS TIPS

All businesses organized as corporations or Limited Liability Companies must be Florida-based, or be registered with the State as a foreign corporation. Find details at www.sunbiz.org.

If a business name is different in any way whatsoever from a corporate or LLC name (including suffixes such as Inc., Ltd., etc.), the business must file a fictitious name registration with the State. Find details at www.sunbiz.org.



The Town has a historical landmarking program. Consult the Planning Administrator (561-227-6414) if the proposed business is located within an officially designated landmarked site.

The Town's entire Code of Ordinances can be located on line at www.municode.com (click on *municode library*).

Department Contacts



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www.townofpalmbeach.com

Town of Palm Beach

*Thinking of Opening a
Business in Palm Beach?*



**Things to Know and
Useful Contacts**

Phone: 561.838.5431