

Department Contacts

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TOWN OF PALM BEACH

PLANNING, ZONING & BUILDING DEPARTMENT
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The Building Department is open Monday through Friday from 8:30am to 5:00pm, with the exception of Town observed holidays.

Thinking of Opening a Business in Palm Beach?

TOWN OF PALM BEACH



BUSINESS TAX RECEIPT INFORMATION

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.

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 separate business tax receipt. Examples include each attorneys within a law firm, brokers, cosmetologists within a salon, etc.

Call the Business Tax Official at 561-227-6411.

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.

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.

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.

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 stock-brokers 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. The Establishment 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

“QUICK FACTS”

- ✓ 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 Business Tax Official at 561-227-6411.

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

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