



THE CITY OF
CRESCENT
CITY FLORIDA

**CITY OF CRESCENT CITY RENEWAL NOTICE BUSINESS TAX and CONTRACTORS REGISTRATION DUE BY
OCTOBER 31, 2025, FOR the FISCAL YEAR 2025 - 2026**

To obtain your license, please complete the enclosed application form and return it to our office, together with your remittance and any applicable photocopies as listed below. Please note a Business Tax Receipt will not be considered complete and you will be operating in violation of (Section 12-1 of the City Code) if required information is not submitted. If further information is requested, please contact City Hall at (386) 698-2525, Ext 229.

LICENSE FEES

Business Tax Receipt \$ 38.59

Peddler License - \$210.00 - Per Selling Unit

Vending Machines, Amusement Machines, or Coin Operated Vending \$10.00

EXEMPTIONS FROM FEE (Proof Required) \$ 7.50 per unit

1. Disabled Persons Physically Incapable of Manual Labor with not more than 1 employee or helper and who use their own capital only not more than \$1,000.00.
2. Widows with Minor Dependents with not more than 1 employee or helper and who use their own capital only not more than \$1,000.00
3. Persons 65 Years of Age or Older with not more than 1 employee or helper and who use their own capital only not more than \$1,000.00
4. Disabled Veterans of War
5. Contractors with State Registration and/or Certification

PHOTOCOPIES (All licenses listed below MUST be current)

1. State Business or Professional License (if applicable)
2. State Registration or Certification (Contractors only)
3. Food Management Certificate (if applicable)
4. Alcohol Beverage License (if applicable)
5. Vendors Contract if Vending Machines are not yours. (MUST provide proof of ownership)
6. Waste Haulers Agreement (if a place of business is physically located in Crescent City)
7. City limits Alarm Registration - see enclosed. If you do not have an alarm, please indicate by filling in the business name, writing N/A across the page, and sign

City Hall: (386) 698-2525, Fire: (386) 698-1212, Gas Dept: (386) 698-1486, Water Dept: (386) 698-2525, FAX: (386) 698-3467

**PLEASE NOTE: USE OF LICENSE ON-SITE IS DEPENDENT UPON VERIFICATION OF GUIDELINES OF
THE CITY OF CRESCENT CITY LAND DEVELOPMENT CODE.**

New Business Checklist

ZONING To determine if the location and/or building conforms to zoning ordinances for the type of business contemplated, check with the City Planning & Zoning Department at 3 N. Summit Street, Crescent City, FL (386) 698-2525. Businesses operating from a residence require a Home Occupational Permit which can be obtained from the Planning & Zoning Department.

LICENSE For businesses located in Putnam County: County Business Tax Receipt is obtained from MAIN OFFICE: Phone (386) 329-0277 CRESCENT CITY: 115 N. Summit St Phone: (386) 698-1217 For businesses located in Crescent City: CITY HALL 3 N. Summit Street Phone: (386) 698-2525 Ext. 229

STATE To obtain a State Sales Tax Number, you must contact: the Florida Department of Revenue, Florida Sales Tax Division, 800-352-3671

CORPORATION If the business is to be incorporated, contact the Secretary of State's Office, Division of Corporations, Capital Building, Tallahassee, Fl. 32304, (850) 245-6052, www.Sunbiz.org

FEDERAL To obtain a Federal I.D. Number, you must contact Internal Revenue Service at 800-829-4933 or www.irs.gov

FICTITIOUS NAME A current copy of the business Fictitious Name Registration is required in order to receive a Business Tax Receipt unless the business uses its corporate name as stated in its Articles of Incorporation, a sole proprietor using their legal first and last name as it appears on their driver's license, an individual attorney doing business in his legal name as a professional association or a business licensed by the Department of Business and Professional Regulation that is doing business in the name as it appears on the state license. Contact the Florida Department of State, Fictitious Name Registration, P O Box 1300, Tallahassee, Fl 32302-1300, Phone (850) 245-6058, www.Sunbiz.org

HOTEL, MOTELS, & RESTAURANT Contact the Division of Hotels and Restaurants at 1-850-487-1395 prior to obtaining your Business Tax Receipt.

MOTOR VEHICLE REPAIR Contact the Department of Agriculture & Consumer Services at 1-800-435-7352 to obtain your Motor Vehicle Repair Registration. Also required is clearance from Environmental Health in Palatka, Fl. (386) 326-3267

DEPARTMENT OF AGRICULTURE Anyone selling food (Convenience store, grocery store, bakery, ice cream parlor, sandwich truck, fish or meat market, food warehouse, etc.) needs to call the Department of Agriculture at (850) 488-3951 for an inspection/state license.

WASTE HAULERS AGREEMENT Commercial Operators located in Crescent City are required to have a Contract with a Licensed and insured Waste Hauler prior to commencing operations.

BT# _____

**CITY OF CRESCENT CITY
BUSINESS TAX APPLICATION and
CONTRACTORS REGISTRATION 2025-2026**

New _____ Renewal _____

COPIES OF THE FOLLOWING MUST BE ATTACHED IF APPLICABLE

Employer ID Number: _____ Insurance Company: _____

State Sales Tax License: _____ Insurance Policy Number: _____

Annual Food Permit: _____ Alcohol Beverage Permit: _____

Waste Haulers Contract or recent Bill (within City Limits): _____

1. NAME OF BUSINESS: _____

2. TYPE OF BUSINESS _____ NO. OF EMPLOYEES _____

3. BUSINESS EMAIL: _____

4. If this is a renewal and the requested information has not changed, check this line ____ and go to line# 10

5. BUSINESS OWNER'S NAME: _____

6. BUSINESS ADDRESS/LOCATION: _____

7. OWNER'S MAILING ADDRESS: _____

8. BUSINESS PHONE NUMBER _____ EMERGENCY PHONE NUMBER _____

9. OWNER'S PHONE NUMBER: _____

10. VENDING MACHINES, AMUSEMENT MACHINES, OR COIN OPERATED VENDING
MACHINE NUMBER OF VENDING MACHINES: ____ x \$10.00 = ____

TOTAL OWED: \$ _____

SIGNATURE: _____

DATE _____