

City of Callaway
Business Tax Department
6601 E. Hwy 22
Callaway, FL 32404
850-871-6000



RESIDENTIAL
LOCAL BUSINESS TAX RECEIPT
APPLICATION PROCEDURE

According to Ordinance #837, any persons, firms, businesses or home occupations located or operating in the City of Callaway must obtain (and maintain) a local Business Tax Receipt (BTR). The usual fee is \$50.00* for the period of October 1 thru September 30. All **BTR** expire on September 30. For example, if you obtain your **BTR** in March, it must be renewed on September 30. It is not pro-rated (no discount for partial year). Late fees are charged for late renewals.

*******THERE IS A 10 DAY (CALENDAR) WAITING PERIOD*******

Will your business be located within the Callaway city limits?

If no, STOP, the city does not issue **BTR** unless your business is physically located within city limits.

Have you notified the State of Florida in any way of your business?

If yes, your business name must match the state documentation and you will need to bring proof of your fictitious registration, articles of incorporation or LLC and/or proof of FEIN.

If no, depending on the type of business you wish to conduct, you may have to have a State license. See your Start-up Guide licensing section to ask about or apply for a license. If you plan to notify the State and use a fictitious business name you must show proof of registration or incorporation before a **BTR** will be issued (usually 30 days and minimum \$50).

If your business name will include the owner's first and last name, then state registration is not necessary.

******10 Day Waiting Period:** Once the completed application and copies of all back-up documents are turned in to the Business Tax Department, a sign will be placed in the front of the property (per Ord #837, section 7 B) for ten (10) calendar days. After the 10 days, your application will be reviewed for approval.

Upon approval, please bring the sign and \$50.00* to the Business Tax Department and your BTR will be created.

* Fee may differ for mobile home rental or apartment rental businesses.



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Attn: Business Tax
6601 E. Hwy 22
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Julie Mobley
Business Taxes

Genette R. Bernal
City Clerk

RESIDENTIAL LOCAL BUSINESS TAX RECEIPT APPLICATION

Name of Business _____

Name of Owner(s) _____

Owner(s) SS# or Federal ID Number _____

Physical Address _____

Mailing Address _____

Nature of Business _____

Telephone Number _____ **Do you currently operate other**

business(es) within the City of Callaway? Yes _____ **No** _____

***If yes, please list name(s) and address(es)** _____

Number of employees: _____

*When a person's occupation, profession, or business shall fall into more than one classification, only one local business tax will be required. However, you will need to obtain an exempt (XMPT) receipt at no charge for any other classifications.

