



Development Services Department
Planning & Zoning Division

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399
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**BUSINESS TAX RECEIPT
CHECKLIST FOR SUBMITTALS
COMMERCIAL/INDUSTRIAL**

The following information is needed in order for your application to be submitted for review.

- A. Completed application signed, dated, and legible.
- B. Describe type of business. Be specific or give a letter of intent.
- C. Provide tenant space square footage.
 - If you do not know square footage, check with landlord
 - Break down square footage (office/retail/warehouse uses)
 - Provide a site plan or floor plan, if necessary
- D. Important: What was previous use (business) in this location?
- E. Copy of Fictitious Name Registration/Corporate Articles and FEIN number
- F. Additional Documents (if applicable):
 - Copy of State or County License (contractors/ Professional)
 - Copy of Liability Insurance/ Workman's Compensation with Town Davie as certificate holder (contractors).
- G. Safety Inspection application filled out completely and notarized.
 - We can notarize your signature with photo ID, wait to sign form in front of Notary
 - Name and phone number of landlord/leasing agent
- G. A fire inspection will be done and you will be billed by the Fire Department.

If paying by check, you will need two separate checks made out to the Town of Davie.

Note: All paperwork must be legible.

During the review of this application, we may request further information to approve your Business Tax Receipt. This will be done in a timely manner. Any additional questions call 954-797-1112.