

Guide to Business Tax Receipt Online Renewal & Contractor Registration Verification

Q. Why did I receive a Business Tax Receipt renewal notice?

A. All Business Tax Receipts expire at the end of each fiscal year (September 30th). At the end of each fiscal year, all BTRs must be renewed for the next one-year period. If your business is located inside the City of Pompano Beach city limits, a City issued BTR is required.

Q. How can I pay for my Business Tax Receipt renewal?

A. You can renew your BTR by mail, in person, or online (some restrictions apply). If you mail in your BTR renewal, please make sure to reference your business name and BTR# on the check.

Q. Can I pay for a new Business Tax Receipt application online?

A. Businesses with BTR classifications beginning with 003-001 and ending with 193-001 can be renewed online.

EXCEPTIONS: The following is a list of classifications that require documentation prior to renewal and therefore **cannot** be renewed online.

| Classification | Classification Code |
|-------------------------|--|
| Jewelry Dealers | 100-000 |
| Auto Repair | 153-003 through 153-006 & 153-010 through 153-011 |
| Motorcycle Repair | 153-027 |
| Bingo | 020-001 & 002 |
| Circus | 040-001 & 002 |
| Contractors | 050-001 through 050-071 050-076 & 050-077 |
| Dance Hall | 055-300 through 055-302 |
| Day Care | 057-001 & 002 |
| Health Studio | 083-000 |
| Nursing Home | 123-800 |
| Pawnbroker | 128-500 |
| Pest Control | 129-000 |
| Plant Nursery | 134-000 |
| Public Events | 145-250 |
| Seafood Festival | 156-500 |
| Special Events | 165-500 |
| Temporary Holiday Sales | 175-001 through 175-005 |
| Travel Agent | 182-000 |
| Vendors | 190-000 & 001 |

Q. Why must I show a copy of my state license?

A. All businesses that are regulated by a state agency are required to produce a copy of a state license when renewing the business tax receipt.

Q. I am having trouble renewing online. Where can I find my License Number and PIN?

A. The License Number is listed on the lower half of the renewal notice under the heading "BTR No." The required PIN is listed as "Web Pin" on the renewal notice. Please review your renewal notice to identify these numbers. If you have trouble or cannot find them, please call our office (954)786-4633 or (954)786-4688.

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Q. I am having trouble renewing online. The computer is requiring me to enter a user ID and I do not have one. What can I do?

A. The website allows you the ability to create a master account with your own personalized user ID and PIN. To do so, click on "Create a Master Account." The computer will ask you to create a user ID and PIN. You will need the BTR number and PIN listed on your renewal notice to create a master account. These numbers are listed on the lower half of the renewal notice under the heading "BTR No." The required PIN is listed as "Web Pin" on the renewal notice. Please review your renewal notice to identify these numbers. If you have trouble or cannot find them, please call our office (954)786-4633 (954)786-4688.

If you do not want to create a master account, you can simply click on "renew license" and enter your license number and PIN.

Q. I would like to mail in my check. Who do I write my check to?

A. The City of Pompano Beach.

Q. I have received multiple renewal notices with different fees. Which fee do I need to pay?

A. Businesses that perform more than one function may have to pay the BTR fees in more than one classification. A large percentage of Pompano Beach's businesses fall into this category. If you received more than one renewal notice, each with a different BTR#, then you must pay for each renewal. If you pay online, you will have to pay for each renewal individually. If you renew in person or by mail, you can pay for all BTRs with one payment. Please make sure your business name and every BTR# is referenced on your check so that we correctly apply the payment.

Q. I just paid my BTR. Why am I being asked to pay for it again?

A. The City began accepting payments for the 2013 BTRs in July. If you paid for your 2012 BTR before September, the BTR must be renewed for the upcoming year by September 30th of every year.

Q. Why did I receive a renewal notice for a professional office in addition to my BTR as a Professional?

A. A Professional Office BTR is required for the corporate entity that employs each Professional. The Code specifies that each "Professional" who holds a State License is to be taxed separately from the corporate entity where they practice.

Q. What if I have an existing BTR but did not receive a renewal notice?

A. Please call our office at 954-786-4633 or (954)786-4688 or email businesstaxreceipt@copbfl.com to receive a copy of the renewal notice. The BTR Office can provide you with a license number and PIN by phone so that you are able to renew online.

Q. What happens if I do not pay the BTR renewal fee?

A. If you do not pay the Business Tax Receipt (BTR) renewal fee by October 1, the account will become delinquent and penalties will apply.

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Q. What if the amount is incorrect?

A. Please contact Business Tax Receipt at 954-786-4633 or (954)786-4688 or email businesstaxreceipt@copbfl.com

Q. What if I have changes on the Business Tax Receipt (change of name, ownership, address)?

A. Please come into the Business Tax Receipt office. A new zoning certificate and BTR will be required for all transfers.

Business Ownership Transfer

Need bonafide bill of sale or closing statement, along with original city business tax receipt. A new application completed by the new owner including a Zoning Certificate, Outdoor Affidavit, corporation or fictitious name registration, any state or county licensing and a transfer fee.

Business Name Change Same Owner

Need new application and copy of amendments to the corporation, reflecting the change. If not a corporation then a copy of your fictitious name registration. Need original city business tax receipt a new Zoning Certificate, Outdoor Affidavit, any state or county licensing and a transfer fee.

Business Address Transfer

Need new application along with original city business tax receipt, corporation or fictitious name registration a new Zoning Certificate, Outdoor Affidavit, any state or county licensing and a transfer fee.

Q: How do I know if my contractor's registration with the City of Pompano Beach Development Services Department is up-to-date?

A: You can now view the status of registered contractors online using these simple steps.

1. Access the City of Pompano Beach Online "Click 2 Gov" portal:
<http://172.22.12.25/Click2GovOL/BLINQ.jsp>
2. In the "Search By" field, make sure Business Name is selected (this is the default option).
3. In the "Business Name" field, type the business name of the contractor you are searching for and click Search.
4. From the Business Search Results, look for the category of City Contractor. The last column of the table on this screen will tell you if the contractor has an active *contractor registration account* with the City. This does not necessarily mean all documentation is up-to-date, so please continue through the rest of the steps.
5. Click on the Business Name link for more information.
6. Select the Business Tax Receipt Number for the Contractor you are checking. Scroll to the bottom of this screen to the "Additional Requirements" table.
7. This table shows the expiration dates of the various required documents. In some instances, the date is not formatted correctly and may be missing backslashes. In these situations, the information is still correct, so you should still be able to determine the accurate expiration date. If you have any questions, please feel free to contact the Contractor Registration Office at (954)786-4668 or (954)786-4633.
8. If your contractor's documentation is not current, feel free to:
 - Fax the updated document to (954)786-4666.
 - Scan the updated document and email as an attachment to BusinessTaxReceipt@copbfl.com,
or
 - Bring the updated documentation into the Development Services Department in person.

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Q. Why am I being asked for additional requirements when I renew online?

A. The Mayor’s Stimulus Task Force recognized the complexities of determining how an economy, and efforts to stimulate that economy, are performing without the information to track and measure progress. Information such as the type and size of businesses and the number of employees is of great value to understanding the type and extent of economic development in the city.

The following table provides instructions on how to fill out the “additional requirements.”

| Code | Description | Document Number | Expiration Date |
|--------------|---|---|-------------------|
| ZD | Zoning District | Insert the zoning of your property here (i.e. B-3). A zoning map is available on the zoning website (http://mypompanobeach.org/pages/department-directory/development-services/planning-and-zoning-division/pdfs/maps/zoning-map.pdf). If you do not know it, please type UNK. Click here (BusinessTaxReceipt@copbfl.com) to request your zoning or call (954)786-4668 or (954)786-4633. Be sure to state your business name and address when you inquire. | Leave field blank |
| SQFT | Square Footage | Insert the square footage of your business. If you do not know it, please type UNK. | Leave field blank |
| NOEMP | Number of employees | Insert the number of employees here. | Leave field blank |
| NAICS | North American Industry Classification System | Please insert your two-digit NAICS code. Click here (http://www.naics.com/search.htm) to find your two-digit code. If you still need assistance, either call (954)786-4668 or (954)786-4633 or type UNK. | Leave field blank |
| CRA | Community Redevelopment Agency (CRA) | If your business is in the East CRA, please write EAST. If your business is in the West CRA, please write WEST. If your business is not located in a CRA, please write NA. If you do not know, either call (954)786-4668 or (954)786-4633 or type UNK. | Leave field blank |
| NROOM | Number of rooms | Insert the number of beds. | Leave field blank |

Other information may be requested of certain businesses. If you are unsure how to fill out the fields, please either [email us \(BusinessTaxReceipt@copbfl.com\)](mailto:BusinessTaxReceipt@copbfl.com) or call (954)786-4668 or (954)786-4633