

**IMPORTANT PHONE NUMBERS
TO BE CALLED
BEFORE CITY BUSINESS TAX RECEIPT
CAN BE ISSUED**

- 1. Department of Professional Regulation or Division of Hotels and Restaurants** (We must have a copy)
Tallahassee, Florida (850) 487-1395
www.myfloridalicense.com

- 2. Fictitious Name Filing** (We must have a copy)
NOTE: Articles of Incorporation will also be accepted
(850) 245-6058 or (850) 245- 6051
www.sunbiz.org

- 3. Polk County Business Tax Receipt** (We must have a copy)
430 E. Main Street
Bartow, Florida (863) 534-4700
www.polktaxes.com

- 4. Florida Department of Agriculture** (We must have a copy)
Plaza level 10, The Capitol
400 S Monroe St.
Tallahassee, FL 32399-0800
(850)245-5620
www.freshfromflorida.com

Once the above documents are acquired, please contact the Planning Department for a zoning code and signature. Also contact Fire Department for an inspection and signature. (SEE PAGE 3 OF THE APPLICATION FOR THESE SIGNATURES & CONTACT INFORMATION).

- *** If you have questions please feel free to call us. **863-291-5695**
- *** **All of the above items must be completed before coming to the City of Winter Haven for a business tax receipt.**
- *** If they do not pertain to your business put NA.

NOTE: YOU MUST HAVE FIRE AND PLANNING SIGNATURES/APPROVALS PRIOR TO RETURNING THE APPLICATION TO THIS OFFICE