Village of Royal Palm Beach

New Business Guide

ROYAL PALM BEACH OPEN FOR BUSINESS TO BUSINESS

Dear New Business Owner,

On behalf of the Mayor, Village Council, and Village Manager, welcome to the Village of Royal Palm Beach, we're glad you're here! We make it our mission to provide a high level of customer service and support to businesses in our community with excellence, integrity, and efficiency.

In order to assist you in establishing your business, we have compiled this guide full of tips, instructions, and other useful information you may find necessary along the way. Please do not hesitate to reach out to our Building Department staff at (561)-790-5128 should any questions or concerns arise.

Again, welcome to the Village of Royal Palm Beach, "A Place We Call Home".

Sincerely,

Diane DiSanto, MMC
Village Clerk

Business Tax Receipts

Any entity that conducts business within the Village of Royal Palm Beach requires a ***Local Business Tax Receipt*** issued by the Village of Royal Palm Beach. While the process can vary from business to business, we have provided some of the more common requirements.

Village BUSINESS TAX RECEIPT PROCESS

- **All** businesses **MUST** obtain zoning approval from the Village of Royal Palm Beach Planning and Zoning Department. This ensures that the type of business is allowed in a particular zoning district. **Contact Number: (561)-790-5131**
- Application to Florida Division of Corporations **IF** you are using a fictitious name or creating a corporation. (Instructions for completion located in the following section.)
- Apply to obtain a ***New Tenant Inspection*** with Royal Palm Beach **AND** Palm Beach County Fire Rescue. If a commercial interior renovation was completed within the last 60 days, this is **NOT REQUIRED**. Application for inspection can be made within the Village of Royal Palm Beach Building Department located in the East Wing of the first floor of Village Hall.
- Upon passing ***New Tenant Inspection*** with both the Village **AND** Palm Beach County Fire Rescue, download and complete the Village Business Tax Receipt forms. The necessary forms can be found on our website under the Departments tab or by clicking here.
- As a business-friendly service, the Village lists businesses with a Royal Palm Beach Business Tax Receipt in its Local Business Directory found on the Village website.

Helpful Links

Florida Division of Corporations: www.sunbiz.org

Palm Beach County Tax Collector: www.pbctax.com

Florida State Licenses: www.myflorida.com

Royal Palm Beach: www.royalpalmbeachfl.gov

Local Business Directory: www.royalpalmbeachfl.gov/business-directory

Filing Instructions for Fictitious Name, Florida Division of Corporations

www.sunbiz.org

Fictitious Name Registration Instructions

Filing Online or by Mail

- These instructions are for filing a Fictitious Name Registration pursuant to the Fictitious Name Act (s.865.09, F.S.).
- The sole purpose of registering a fictitious name is to inform the public which individual or business entity is transacting business under a particular name.
- This registration does not reserve the name or prevent another party from registering the same name.

Fictitious Name

- Enter the exact name you wish to register.
- Do not enter more than one fictitious name on the application.
- A fictitious name may not contain a business entity suffix or indicator (i.e. Corporation, Incorporated, Limited Liability Partnership, Limited Partnership, Professional Association, Corp, L.L.C., L.P., P.A., etc.) unless at least one registrant is a business entity of the same type duly incorporated, organized, formed or otherwise authorized to transact business in this state.
- Section 655.922, Florida Statutes, prohibits anyone other than financial institutions to use the word(s) "bank," "banc," "banco," 'banque," "banker," "trust company," "savings and loan association," "savings bank," or "credit union," or words of similar import.

Mailing Address

- Enter the business's mailing address.
- This address:
  - Doesn't need to be the same as the principal place of business address.
  - Doesn't need to be in Florida.
  - Can be directed to anyone's attention.
- Update the mailing address free of charge if it changes in the future.

Florida County of Principal Place of Business

- Use the dropdown menu to select the Florida county where business's principal place of business is located.
- Select "Multiple" if more than one county applies.

Federal Employer Identification Number (FEIN)

- Optional: Enter the 9-digit number the Internal Revenue Service assigned to the business for federal income tax identification purposes.
- Do not enter a Social Security Number.
- Contact the IRS at 1-800-829-4933 for additional information.

Certificate of Status

- You may request a certificate of status.
- This item is not required.
- A certificate of status certifies the status and existence of the fictitious name registration and verifies the entity has paid all fees due this office through a certain date.
- Fee: $10.00 each

Certified Copy

- You may request a certified copy of your Fictitious Name Registration.
- This item is not required.
- A certified copy will include a filed stamped copy of your Fictitious Name Registration and will verify that the copy is a true and correct copy of the document in our records.
- Fee: $30.00 each

Email

- Please provide a valid email address.
  - If filing online: The filing acknowledgement and certification (if any) will be emailed to this address.
  - All future email communications will be sent to this address, as well.
- Keep your email address up-to-date.

Owner Information

- List each owner and verify their information.
- An owner can be an individual or a business entity.
- You can only list up to 5 owners.
- Call (850)-245-6058 for special instructions if you have more than 5 owners.

If an owner is an individual:

- List each name as Last Name, First Name, Middle Initial.
- Enter the mailing address for each individual listed.

If an owner is a business entity (e.g., corporation, limited partnership, limited liability company):

- Business entities must be registered and active with the Division of Corporations, or provide documentation stating why they are not required to register. Example: Federally Chartered Corporations or Legislatively created entities.
- Enter the mailing address for each entity listed.
- Enter the document number assigned by the Division of Corporations for each entity listed.
- Enter the FEIN for each business entity, or select “Applied For” or “Not Applicable.”

Signature

- One owner must sign the document.
- If the owner is a business entity, an authorized individual can sign on behalf of the business.
- If filing online: type the individual’s name and title in the textbox provide.
  - Example: John Doe, President
  - Electronic signatures have the same legal effect as original signatures pursuant to s.15.16, F.S.

What to Know

The Village allows a sidewalk sale one time per month with a ***Sidewalk Sale Permit*** obtained from the Building Department. Anytime an event is being held that will be outside of the business, a ***Special Event/Seasonal Permit*** must be obtained. ***Special Event Permit applications*** must be submitted to the Village Clerk forty-five (45) days prior to the event to obtain approval by the Village Council. ***Seasonal Event Permit applications*** must be submitted to the Village Clerk thirty (30) days prior to the event to obtain approval by the Planning & Zoning Department.

The Village requires commercial sites to use a dumpster for trash. For information regarding trash service, please contact Waste Pro at (561)-688-8912 or visit their website www.wasteprousa.com

All signage placed on the property, building or monument sign requires a building permit. Please refer to our Municipal Sign Code Chapter 20.

Who to Call

Building Department Main Number: (561)-790-5128

Building Department Inspection Line: (561)-790-5144

Code Enforcement: (561)-790-5138

Building Permits: (561)-790-5128

Business Tax Receipt: (561)-790-5128

Planning & Zoning: (561)-790-5131

Palm Beach County Fire Rescue: (561)-233-0050

Waste Pro: (561)-688-8912

Water Utility Services: (561)-740-4600

Village of Wellington Water Utilities: (561)-791-4010

(For residents and businesses South of Southern Blvd 33414)

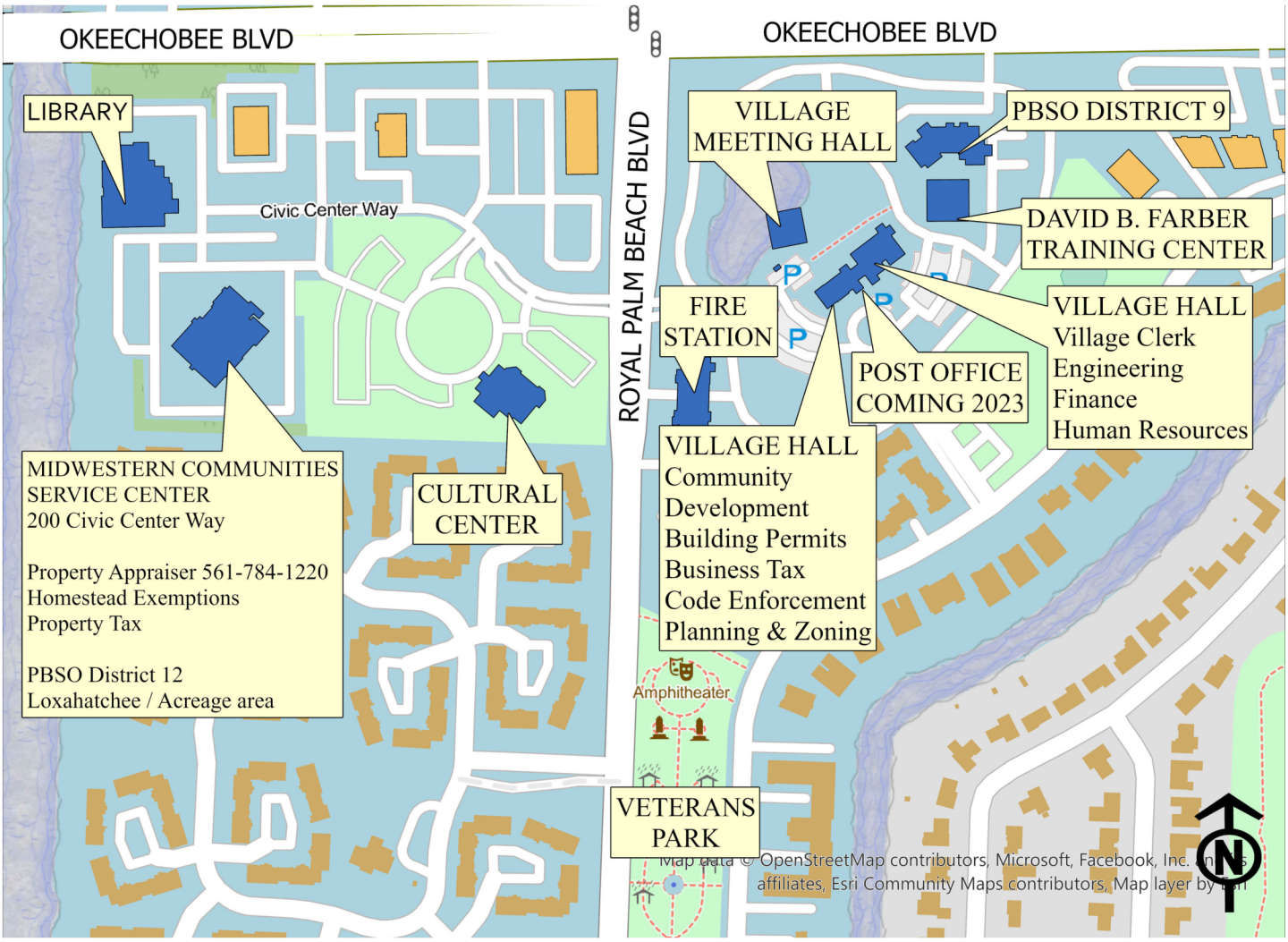
County Clerk of Courts: (561)-355-2996

Palm Beach County Property Appraiser: (561)-784-1220

PBSO Administration: (561)-904-8219

PBSO Non-emergency Dispatch: (561)-688-3400

Where to Go



Commercial Interior Renovation Permit Fast Facts

- All permits for commercial properties must be obtained using a licensed contractor.
- If the exterior of any commercial building or bay is going to be changed, an Architectural & Aesthetic Review application must be submitted to the Planning and Zoning Department **PRIOR** to any building permits being issued. Examples of such work are window frame color change or the color or style of roof tiles.
- All appropriate permit applications for proposed work must be submitted using the Village of Royal Palm Beach e-permitting portal ProjectDox.
- Dumpsters and "roll off" trash removal must be provided by Waste Pro.

Current Ordinances

SEC. 16-1. - BUSINESS TAX LEVIED; REGISTRATION REQUIRED

(a) Business Tax. A tax is hereby fixed and imposed upon every person who maintains a permanent business location or branch office within the village for the privilege of engaging in or managing any business, profession or occupation within the village. A business tax is also hereby levied upon any person who does not qualify under the provisions noted hereinabove and who transacts any business or engages in any occupation or profession in interstate commerce, if such a tax is not prohibited by section 8 of article I of the United States Constitution.

SEC. 16.2. - APPLICATION; INSPECTION

(a) Application. Before the village shall be required to issue a business tax receipt for engaging in or carrying on any of the businesses, professions, trades or occupations specified herein, or before registering same, the applicant shall file an application or fill out a registration form with the village community development department.

(b) Inspection of the premises; fee. Before the village shall be required to issue a business tax receipt for engaging in or carrying on any of the businesses, professions, trades or occupations located within the village corporate boundaries, it shall be the duty of the applicant to file an application with the village as set forth in subsection (a) hereinabove. Thereafter, the building department, the fire department, and/or any other applicable village department(s) shall conduct an inspection of the premises in order to ensure that it is in compliance with all village codes. The village shall charge an administrative fee for the inspection referenced above; the amount of which shall be set by resolution of the village council. No business tax receipt will be issued unless and/or until the proposed business entity is in compliance with all village codes.

SEC. 20-21. - REQUIRED

It shall hereafter be unlawful and deemed a prima facie violation of this chapter for any person to place, erect or maintain or cause to be placed, erected or maintained, any sign, temporary or permanent, or structural alteration thereto without having first obtained a permit in conformance with the provisions of this chapter, except as otherwise provided herein.

SEC. 20-60. - GENERAL COMMERCIAL DISTRICT (CG)

The following signs or types of signs are permitted in the general commercial district:

For a planned commercial development: One (1) freestanding monument sign if on an outparcel with two rights of way (2) monument signs; wall sign; vehicular way finding signs; a hanging marquee sign; a nameplate or owner designation sign; window signs advertising main and accessory uses not to exceed fifteen (15) percent of the window area. In addition, illuminated signage, including neon signs, with a total of all such signage not to exceed six (6) square feet in area, may be placed or displayed in the window a area. Interior illuminated signage placed or displayed within five (5) feet of the window area shall be subject to this provision and counted toward the fifteen (15) percent requirement; menu price sign; directional signs; flags (see section 20-98); Building identification signs.