

Development Services Department
504 Greynolds Circle
Lantana, FL 33462



How Do I Start a Business in the Town of Lantana?

A Brief Guide to Business Tax Receipts



About us

- **Why the Town of Lantana?**

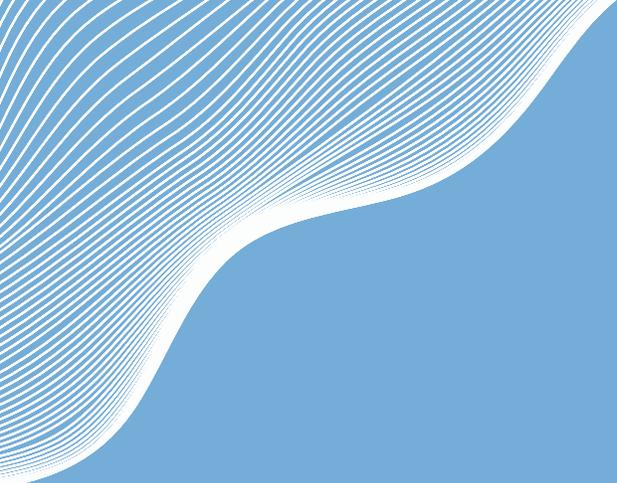
- The Town is proud to be home to approximately 1,800 licensed businesses across a wide variety of industries, from retail to professional services. To operate legally, all businesses are required to obtain a local Business Tax Receipt through the Development Services Department - a simple process that helps ensure compliance with local regulations and supports a vibrant, well-regulated environment for success.

- **What is our goal?**

- Our mission is to foster a thriving, diverse, and sustainable local economy by welcoming and supporting new businesses that enhance quality of life, create local job opportunities, and reflect Lantana's unique coastal charm, and strong community values.

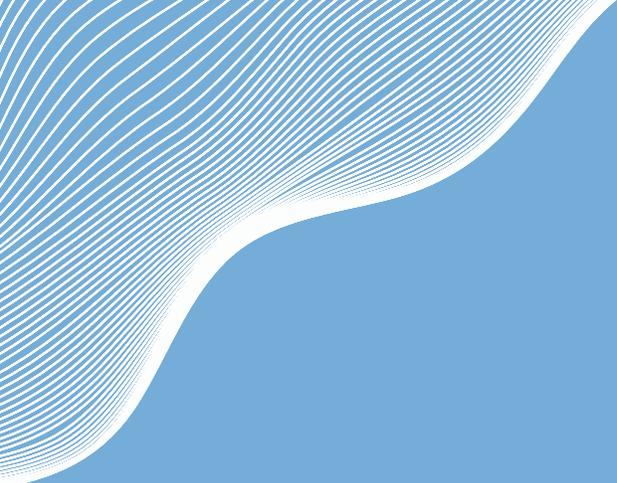
- **Legal Disclaimer**

- This guide offers a helpful overview of the key steps and procedures for starting a business in the Town of Lantana. While we aim to provide clear and useful information, please note that it may not cover every specific regulation, permit, tax or requirement - so we encourage you to reach out to the Development Services Department staff with any questions or concerns you may have and to ensure full compliance with all applicable regulations and requirements.



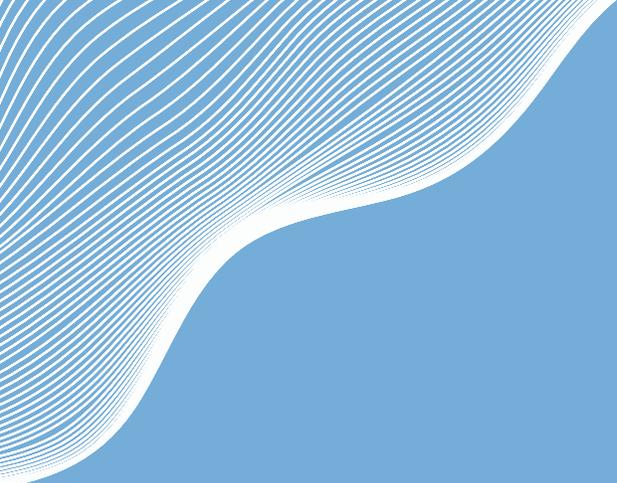
FAQ

- **How do I register/apply to operate a business in the Town of Lantana?**
 - Once zoning approval is obtained, applicants can reach out to the Development Services Department to get the Business Tax Receipt application and fee details. Each application includes a checklist of the required supporting documents, which should be submitted together with the completed form. To ensure a smooth start, we also recommend contacting any other relevant agencies to learn about their specific requirements.
- **How long will it take to receive a Business Tax Receipt?**
 - Before a Business Tax Receipt can be issued, the Development Services Department conducts a review to ensure all necessary requirements are met. Since each application is unique, reviews are handled on a case-by-case basis, and we're unable to provide an exact timeframe for completion. We appreciate your patience and are here to support you throughout the entire process!



FAQ

- **Who do I contact about starting a business in the Town of Lantana?**
 - If you're considering starting a business or are ready to apply, the Town of Lantana Development Services team is here to assist you every step of the way! We're happy to discuss your specific site and help you understand the requirements for moving your business proposal forward. Feel free to call us at (561) 540-5780 or email buildingpermit@lantana.org for more information.
- **Do I need a Business Tax Receipt for a Home-Based Business?**
 - Yes, a Business Tax Receipt is required for all businesses in the Town of Lantana, including home-based businesses.
- **Are there regulations that affect where my business can be located?**
 - Before starting a business on a specific property, it's important to confirm that the property is zoned for your type of business. You'll need to submit a Zoning Certificate of Use to verify that everything aligns with local zoning regulations.
- **Am I required to obtain a Business Tax Receipt every year?**
 - To keep your Business Tax Receipt active, it's important to renew it annually by paying the Business Tax Receipt fee by September 30th of each year.



FAQ

- **When is the Business Tax Receipt Payment Due?**

- Business Tax Receipt payments follow a fiscal year cycle, with the payment due each year by September 30th.

- **Can a Business Tax Receipt be revoked?**

- Yes, the Town of Lantana does have the authority to revoke a Business Tax Receipt if certain conditions aren't met - such as non-compliance with regulations, failure to follow permit conditions, or if the Business Tax Receipt was issued in error based on incorrect information. That said, our goal is always to support the success of local business, so if you have any concerns, we're here to help guide you and keep everything on track!

- **What signage can I have for my business?**

- For detailed information on business signage guidelines and permitting in the Town, visit the link below or contact the Planning Department.

[Click Here to Access our Signage Code](#)



General Process

1. Submit a Zoning Certificate of Use

a. A Zoning Certificate of Use is a document issued by the Town which confirms whether a property's intended use complies with the Town's zoning regulations. This application carries a \$35 fee.

2. Submit Town of Lantana Business Tax Receipt Application, Pay Administrative Fees & Obtain Palm Beach County Business Tax Receipt

a. A \$50 administrative fee must be paid to the Town to receive sign-off on the Palm Beach County Business Tax Receipt Application.

3. Pay Business Tax to Town of Lantana & Schedule Inspections

a. Appropriate Business Tax will be charged based on the type of business proposed. Inspections will be conducted by Palm Beach County Fire Rescue, Code Enforcement, and the Building Division.

4. Obtain Town of Lantana Business Tax Receipt

- a. Return your signed inspection card and appropriate back-up documentation to receive your Town of Lantana Business Tax Receipt.
- b. The Town will provide you with a copy of the Business Tax Receipt for you to display in a conspicuous location within your place of business. The Business Tax Receipt must be displayed at all times.

Business Tax Receipt Cycle

July 1

Business Tax Receipts for the next fiscal year are available for purchase.

Ex. *On July 1 Business Tax Receipts for Current Fiscal Year (October 1 - September 31) are available for purchase.*

Month of July

Be on the look out for a courtesy Business Tax Receipt renewal notice during the month of July.

September 30

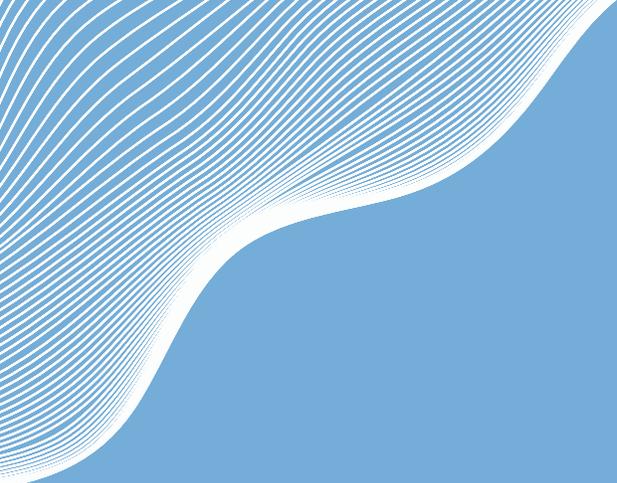
Business Tax Receipt payments for the current fiscal year are due. A Business Tax Receipt is considered active once the renewal fee has been paid.

Ex. *On September 30 Business Tax Receipt payments for Current Fiscal Year (October 1 thru September 31) are due.*

October 1

Business Tax Receipt Penalties may be assessed for overdue Business Tax Receipts.

This process repeats each year when the next fiscal year Business Tax Receipts become available for sale.



Contact Us

If you need more information or have any further questions, we are happy to help! Feel free to contact us using the details below or stop by the Town office - we would love to chat with you in person!

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