Town of Davie
Business Tax/Certificate of Use Process

Business Tax Receipts Office - Phone 954-797-1212 - Email: BTR@davie-fl.gov

1. Applicant
- Completes and signs application form

Business Tax Receipt Office
- Reviews for completeness
- Routes for dept. review

Planning and Zoning Division
- Land Development Code review

Building Department
- Florida Building Code review

Business Tax Receipt Office
- Upon confirmation of Zoning and Building approval, **emails applicant an invoice of tax and fees**

3. Applicant
- Pays Business tax
- Pays Inspection fees

Business Tax Receipt Office
- Upon receipt of tax and fees, **emails Inspection Scheduling Instructions to applicant**

2. Applicant
- Schedules Inspections
- (Inspection confirmation provided by email)

Inspection(s)

Business Tax Receipt Office
- Upon confirmation of passed inspections, **Issues Business Tax Receipt/ Certificate of Use** (emailed to applicant)

4. Applicant
- Displays BTR
- **Commences business**