



WHO NEEDS A BUSINESS TAX RECEIPT?

Every business in Weston must have a Business Tax Receipt to engage in business within the City, including home-based businesses. The purpose of the law enacted by the Florida Legislature is to prevent fraud so that businesses are properly licensed and have met all necessary requirements to operate.



For detailed information, visit [Business Tax Receipts](#)

HOW TO OBTAIN A BUSINESS TAX RECEIPT (BTR)

STEP ONE *Obtain a Certificate of Use*

In accordance with City Code, a City of Weston Certificate of Use, issued by the City's Building Code Services Department, is required prior to applying for a Business Tax Receipt, unless the type of business does not require a certificate of use.

STEP TWO *Submit a Business Tax Receipt Application*

Download your BTR [Application](#) or pick up an application at City Hall.

STEP THREE *Post Payment*

WHERE DO I FILE THE BTR APPLICATION?

Completed BTR applications, including required documentation copies and applicable fee are accepted and processed at Weston City Hall.

The following documents are required upon filing your Business Tax Receipt application:

- Copy of Certificate of Use (CU)
- Fictitious Name Registration
- Federal Employer Identification
- Payment

For questions regarding the Business Tax Receipt application process, please contact the Weston Business Tax Coordinator at 954-385-2000, stop by Weston City Hall at 17200 Royal Palm Boulevard, or send an email to BTR@westonfl.org.

