

## How to Apply For a Business Tax Receipt

**Please follow the directions listed below:**

The Business Tax Receipt application may take up to 10 business days (Monday - Thursday) to process. Should you have any questions, please call (954) 786-4668.

- 1) Go to the City of Pompano Beach Online Portal:  
[https://app.oncamino.com/pompanobeach\\_fl/login](https://app.oncamino.com/pompanobeach_fl/login)



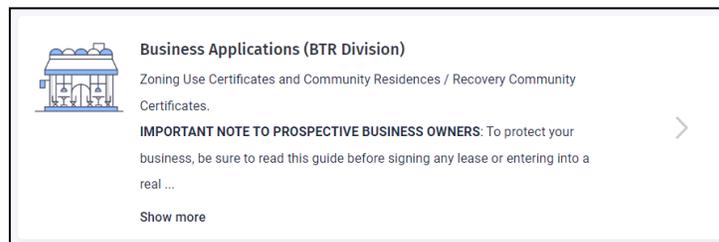
- 2) If you do not have an account, click on Sign Up Now.

*If you already have an account, sign in.*

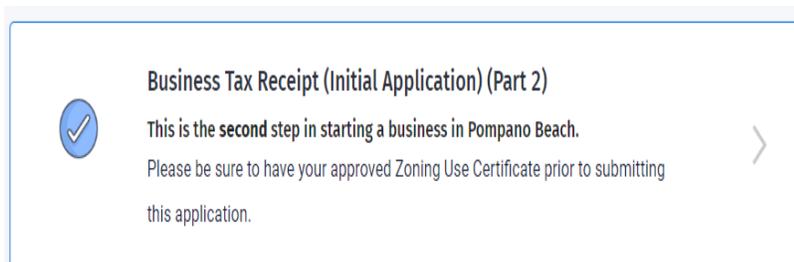
*\*\*Please do not continue as guest; you will not be able to submit as a Guest User. Staff will not be able to see your submission.*

*Once you have created your account, you will need to sign in.*

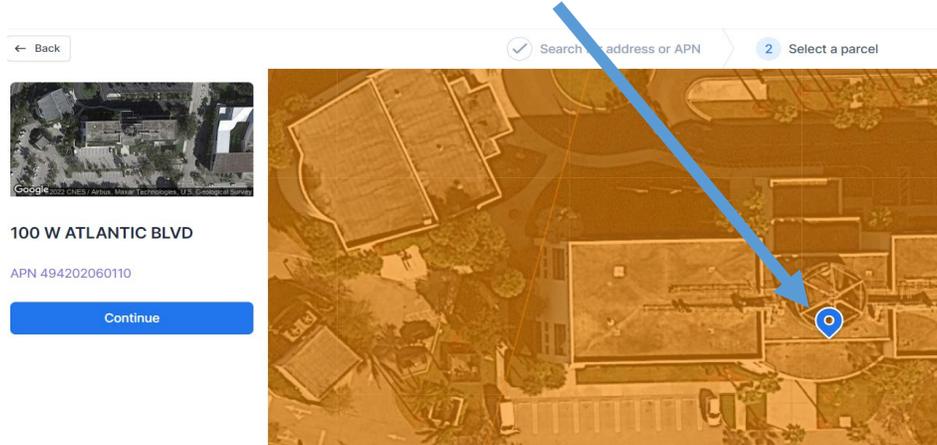
- 3) Once signed in, click on the Business Applications (BTR Division box).



- 4) Click on the Business Tax Receipt (Initial Application) (Part 2)



- 5) Insert your business address and click on your parcel to begin.  
You can search by the address or the BPCA Parcel Number (APN).  
Choose the parcel that shows the blue indicator.



- 6) Complete the next page by answering "Yes" or "No" for each question.
- 7) Complete all required Forms and Applications.
- 8) Upload any required Supplemental Documentation.
- 9) Complete all required Affidavits.
- 10) Complete the Signature Form. All applications or affidavits that require a signature, must be signed by a corporate officer that is registered with the Florida Division of Corporations (Sunbiz). You may also submit a letter of authorization from a corporate officer.
- 11) Once completed, press the submit button.

Once your Zoning Use Certificate has been approved, then you will login back into the online portal to apply for the Business Tax Receipt(s).

The Business Tax Inspector for your area will review your application & calculate your fees. Once you are notified, you can pay the fees through our Click2gov website. Once you have paid your fees, you will need to log back into the portal to upload your payment receipt into your application. Then inspector will complete the review process. Once your payment has cleared, your Business Tax Receipt will be issued.