



How to Apply for a TRANSFER of a Business Tax Receipt (BTR) – Changes of business name, ownership, and mailing address

As the business owner or corporate officer, you will need to provide the following items to the Business Tax Receipt office in order to perform a transfer. In order to process any transfers, the Business Tax Receipt for the business **MUST** be current.

Business Ownership Transfer*

- Submit a **Change of Ownership or Change of Name** application on our online portal. This application can be found in the Business Applications (BTR Division) section of the portal. *This must be filled out by the new owner or corporate officer.*
- Corporation papers or fictitious name papers from Sunbiz.org.
- Bonafide bill of sale or closing statement.
- Return the Current/Original Business Tax Receipt (**we will NOT accept a copy or duplicate**). You can drop it off to our counter or mail it in. It cannot be emailed.
- State or county licensing (if applicable).
- Transfer fee (10% of Business Tax Receipt fee).

Business Name Change - Same Ownership*

- Submit a Change of Ownership or Change of Name application on our online portal. This application can be found in the Business Applications (BTR Division) section of the portal. *This must be filled out by the owner or corporate officer.*
- Corporation papers or fictitious name papers from Sunbiz.org reflecting name change.
- Return the Current/Original Business Tax Receipt (**we will NOT accept a copy or duplicate**). You can drop it off to our counter or mail it in. It cannot be emailed.
- State or county licensing (if applicable).
- Transfer fee (10% of Business Tax Receipt fee). If Corporation ownership remains the same and the Federal ID number (EIN) does not change, the transfer fee is not required.

***Note: If business “use” has changed or if the operations of the business have changed since the original approval, a new Zoning Use Certificate will be required, prior to the issuance of a new Business Tax Receipt.**

Business Address Transfer

- Apply for a new **Zoning Use Certificate** Application on our online portal. (The new location will need to be approved by Zoning and Planning Department first.)
- There is an application fee of \$30.00 for the Zoning Use Certificate.
- Corporation papers or fictitious name papers from Sunbiz.org.

****Once the Zoning Use Certificate has been approved, complete with the following. ****

- Log into the portal and submit a **Business Tax Receipt** application.
- Return the Current/Original Business Tax Receipt (**we will NOT accept a copy or duplicate**). You can drop it off to our counter or mail it in. It cannot be emailed.
- State or county licensing (if applicable).
- Transfer fee (10% of Business Tax Receipt fee).
- To access the City of Pompano Beach Online Portal:
 - Go to this website, or scan the QR code (above):
<https://app.oncamino.com/pompanobeach fl/login>
 - If you do not have an account, click on "Sign Up Now" to create an account using a valid email address.
 - *If you already have an account, simply sign-in and begin your application.*
 - **IMPORTANT: Please do not "continue as a guest," as you will not be able to submit an application 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.

