

**IMPORTANT PHONE NUMBERS  
TO BE CALLED  
BEFORE CITY BUSINESS TAX RECEIPT  
CAN BE ISSUED**

- 1. Department of Professional Regulation or Division of Hotels and Restaurants** (We must have a copy)  
Tallahassee, Florida (850) 487-1395  
[www.myfloridalicense.com](http://www.myfloridalicense.com)
  
- 2. Fictitious Name Filing** (We must have a copy)  
**NOTE: Articles of Incorporation will also be accepted**  
(850) 245-6058 or (850) 245- 6051  
[www.sunbiz.org](http://www.sunbiz.org)
  
- 3. Polk County Business Tax Receipt** (We must have a copy)  
430 E. Main Street  
Bartow, Florida (863) 534-4700  
[www.polktaxes.com](http://www.polktaxes.com)
  
- 4. Florida Department of Agriculture** (We must have a copy)  
Plaza level 10, The Capitol  
400 S Monroe St.  
Tallahassee, FL 32399-0800  
[www.freshfromflorida.com](http://www.freshfromflorida.com)

\*\*\* If you have questions please feel free to call us. **863-291-5695**

\*\*\* All of the above items must be completed before coming to the City of Winter Haven for a business tax receipt.

\*\*\* If they do not pertain to your business put NA.

**NOTE: YOU MUST HAVE FIRE AND PLANNING SIGNATURES/APPROVALS  
PRIOR TO RETURNING THE APPLICATION TO THIS OFFICE**