

Guide to Business Tax Receipt Online Renewal & Contractor Registration Verification

Q. Can I pay for a new Business Tax Receipt application online?

A. Currently, the internet can only be utilized to **renew** online. All new applications must be processed in City Hall. We appreciate your patience and will continue to work diligently to expand our online services.

Q. Who can renew online?

A. Businesses with BTR classifications beginning with 003-001 and ending with 193-001 can be renewed online.

EXCEPTIONS: The following is a list of classifications that require documentation prior to renewal and therefore **cannot** be renewed online.

Classification	Classification Code
Jewelry Dealers	100-000
Auto Repair	153-003 through 153-006 & 153-010 through 153-011
Motorcycle Repair	153-027
Bingo	020-001 & 002
Circus	040-001 & 002
Contractors	050-001 through 050-071 050-076 & 050-077
Dance Hall	055-300 through 055-302
Day Care	057-001 & 002
Health Studio	083-000
Nursing Home	123-800
Pawnbroker	128-500
Pest Control	129-000
Plant Nursery	134-000
Public Events	145-250
Seafood Festival	156-500
Special Events	165-500
Temporary Holiday Sales	175-001 through 175-005
Travel Agent	182-000
Vendors	190-000 & 001

Q. Why am I being asked for additional requirements when I renew online?

A. The Mayor’s Stimulus Task Force recognized the complexities of determining how an economy, and efforts to stimulate that economy, are performing without the information to track and measure progress. Information such as the type and size of businesses and the number of employees is of great value to understanding the type and extent of economic development in the city.

The following table provides instructions on how to fill out the “additional requirements.”

Code	Description	Document Number	Expiration Date
ZD	Zoning District	Insert the zoning of your property here (i.e. B-3). A zoning map is available on the zoning website (http://mypompanobeach.org/directory/planning_zoning/pdfs/maps/zoning_map.pdf) . If you do not know it, please type UNK. Click here (BusinessTaxReceipt@copbfl.com) to request your zoning or call (954)786-4668 or (954)786-4633. Be sure to state your business name and address when you inquire.	Leave field blank
SQFT	Square Footage	Insert the square footage of your business. If you	Leave field

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		do not know it, please type UNK.	blank
NOEMP	Number of employees	Insert the number of employees here.	Leave field blank
NAICS	North American Industry Classification System	Please insert your two-digit NAICS code. Click here (http://www.naics.com/search.htm) to find your two-digit code. If you still need assistance, either call (954)786-4668 or (954)786-4633 or type UNK.	Leave field blank
CRA	Community Redevelopment Agency (CRA)	If your business is in the East CRA, please write EAST. If your business is in the West CRA, please write WEST. If your business is not located in a CRA, please write NA. If you do not know, either call (954)786-4668 or (954)786-4633 or type UNK.	Leave field blank
NROOM	Number of rooms	Insert the number of beds.	Leave field blank

Other information may be requested of certain businesses. If you are unsure how to fill out the fields, please either [email us \(BusinessTaxReceipt@copbfl.com\)](mailto:BusinessTaxReceipt@copbfl.com) or call (954)786-4668 or (954)786-4633

Q: How do I know if my contractor's registration with the City of Pompano Beach Development Services Department is up-to-date?

A: You can now view the status of registered contractors online using these simple steps.

1. Access the City of Pompano Beach Online "Click 2 Gov" portal:
<http://172.22.12.25/Click2GovOL/BLINQ.jsp>
2. In the "Search By" field, make sure Business Name is selected (this is the default option).
3. In the "Business Name" field, type the business name of the contractor you are searching for and click Search.
4. From the Business Search Results, look for the category of City Contractor. The last column of the table on this screen will tell you if the contractor has an active *contractor registration account* with the City. This does not necessarily mean all documentation is up-to-date, so please continue through the rest of the steps.
5. Click on the Business Name link for more information.
6. Select the Business Tax Receipt Number for the Contractor you are checking. Scroll to the bottom of this screen to the "Additional Requirements" table.
7. This table shows the expiration dates of the various required documents. In some instances, the date is not formatted correctly and may be missing backslashes. In these situations, the information is still correct, so you should still be able to determine the accurate expiration date. If you have any questions, please feel free to contact the Contractor Registration Office at (954)786-4668 or (954)786-4633.
8. If your contractor's documentation is not current, feel free to:
 - Fax the updated document to (954)786-4666.
 - Scan the updated document and email as an attachment to BusinessTaxReceipt@copbfl.com, or
 - Bring the updated documentation into the Development Services Department in person.