

Thank you for applying for a North Port Business Tax Receipt.

We are excited to announce that we have officially launched Accela, our new platform for processing all city documentation.

This new system will significantly streamline the process of applying for, receiving, and accessing your Business Tax Receipt.

Please use the links and resources below to register with the Accela Citizen Access portal and apply for your North Port Local Business Tax Receipt.

[ACA Link](#)

[Instructional Video](#)

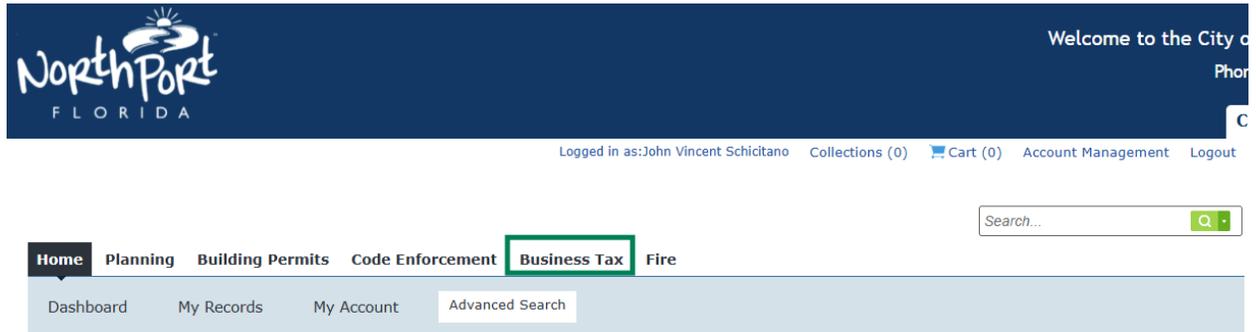
[BTR Application User Guide \(Word Document Attached\)](#)

For general information, queries, and assistance with the updated process, please complete the form using the link below and a member of our Economic Development Staff will begin processing your request and contact you to assist.

Form Link

Applying for a Business Tax Receipt in ACA

1. Navigate to the **Accela Citizen Access (ACA)** website and login.
 - a. <https://aca-prod.accela.com/NORTHPORT/Default.aspx>
 - b. If you do not have an account in ACA, please register for one. An instructional video detailing registration can be found below.
 - i. https://www.youtube.com/watch?v=4UAisA_bJWs&t=133s
2. Once logged in, select **"Business Tax"** from the top row of links



a.

3. Select **"Create an Application"**

Create an Application

Search Applications

a.

- Confirm you have read the General Disclaimer by checking the box “I have read and accepted the above terms”, then select “Continue Application”.

North Port FLORIDA

Welcome to the City of North Port

Logged in as: John Vincent Schicklano Collections (0) Cart (0) Account Management Logout

Home Planning Building Permits Code Enforcement **Business Tax** Fire

Create an Application Search Applications

Online Application

Welcome to City of North Port, FL's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

Please note that any application can be saved to the user's account, but the application will be automatically deleted after 90 days if not completed.

General Disclaimer

While the City of North Port, Florida ("the City") attempts to keep its web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this website, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City as a result of updates and corrections.

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I have read and accepted the above terms

Continue Application »

a.

- Confirm if the business is an Insurance Company, then select “Continue Application”

Home Planning Building Permits Code Enforcement **Business Tax** Fire

Create an Application Search Applications

Business Tax Receipt Application

1 Insurance Company Details 2 Location Details 3 Contact Details 4 Business Information 5 Review 6

Step 1: Insurance Company Details > Insurance Company Details

* indicates a required field

Insurance Company Information

INSURANCE COMPANY INFORMATION

* Is the business an Insurance Company?: Yes No

Save and resume later

Continue Application »

a.

- Enter your address in the respective fields, then select “Search”.

Step 2: Location Details > Location Details

Address

* Street No.:	Direction:	* Street Name:	Street Type:
<input type="text" value="4970"/>	<input type="text" value="--Select--"/>	<input type="text" value="City Hall"/>	<input type="text" value="BLVD"/>
Unit Type:	Unit No.:		
<input type="text" value="--Select--"/>	<input type="text"/>		
City:	State:	* Zip:	
<input type="text" value="North Port"/>	<input type="text" value="FL"/>	<input type="text" value="34286"/>	

a.

7. If a selection box appears, select your address then click “Select”

Address Search Result List x

Addresses

Showing 1-3 of 3

Address	City	State	Zip
<input checked="" type="radio"/> 4970 CITY HALL BLVD, 2133, CITY HALL, NORTH PORT FL 34286, 4970 CITY HALL BLVD	NORTH PORT	FL	34286

Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> NORTH PORT CITY OF	4970 CITY HALL BLVD NORTH PORT FL 34286-4100

a.

b.

8. The remaining fields will automatically populate. Select “Continue Application” from the bottom right of the screen.

Owner

Owner Name 1:	Owner Name 2:	Owner Name 3:	
<input type="text" value="NORTH PORT CITY OF"/>	<input type="text"/>	<input type="text"/>	
Address Line 1:	Address Line 2:		
<input type="text" value="4970 CITY HALL BLVD"/>	<input type="text"/>		
City:	State:	Zip:	Country:
<input type="text" value="NORTH PORT"/>	<input type="text" value="FL"/>	<input type="text" value="34286 410"/>	<input type="text" value="--Select--"/>

a.

9. Select “Add New” under the Business Owner tab.

Business Tax Receipt Application

Step 3 : Contact Details > Contact Details

* indicates a required field.

Business Owner

Please select "New" to add a new Business Owner. Click "Edit" to edit your information.

Add New **Look Up**

Save and resume later **Continue Application »**

a.

10. Complete all required fields.

Contact Information

* First: Middle: * Last:

* Name of Business

spell check

* E-mail: * Home Phone: Work Phone:

Birth Date:

SSN:

FEIN:

a.

11. Select "Add Additional Contact Address"

▼ **Contact Addresses**

Add Additional Contact Address

a.

12. Complete all fields, select "Save and Close"

Contact Address Information

Country/Region:
United States

Address Type:
Mailing

Address Line 1:
4970 City Hall Blvd

Address Line 2:

Address Line 3:

City: North Port State: FL ZIP Code: 34286

Save and Close Save and Add Another Clear Discard Changes

a.

13. Select "Continue".

✔ Contact address added successfully.

Showing 1-1 of 1

Address Type	Recipient	Address
Mailing		4970 City Hall Blvd

Continue Clear Discard Changes

a.

14. Select "Continue Application"

Business Owner

Please select "Yes" to add a new Business Owner. Click "Go" to add your information.

✔ Contact added successfully.

John Smith
 examplebusiness@best.com
 Home Phone: 5555555555
 Mobile Phone:
 Fax:
 Edit Remove

▼ Contact Addresses

Add Additional Contact Address

To add a contact address, click the address link.
 Required contact address type(s): Mailing

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		4970 City Hall Blvd	Actions ▼

Save and resume later Continue Application ▶

a.

15. Complete all required fields, then select "Continue Application".

Business Information

BUSINESS INFORMATION

* Type of Business:

* Category:

* Please describe the business's primary activities.:

spell check

* Select the current structure of the business.:

* Is the business operating from a commercial location?:

* Is a State license or certificate required for the business?: Yes No

* Square footage of business (or sq ft of area in home used for business):

* How many employee(s) does the business have?:

[Save and resume later](#) [Continue Application »](#)

a.

16. Review the Exemption Eligibility page and select the option (if any) that apply to you. If no options apply, skip this page and select **“Continue Application”**

Exemption Eligibility

EXEMPTION ELIGIBILITY

If one or more of the following exemptions apply to the business that is applying for a Business Tax Receipt, please select it. Supporting documents are required.

Veteran of the United States Armed Forces who was honorably discharged upon separation from service, or the spouse or un-remarried surviving spouse of such a veteran OR Spouse of an active duty military service member who has relocated to the county pursuant to a permanent change of station order.:

I am receiving public assistance as defined in F.S 409.2554 OR my household income is below 130% of the poverty level based on the current year's poverty guidelines.:

I am a person who owns a majority interest in a business with fewer than 100 employees and I qualify for one of the following exemptions: 1) honorably discharged veteran, 2) spouse of an active-duty military member, 3) receiving public assistance, or 4) my household income in below 130% of the poverty level.:

I am a disabled person incapable of manual labor OR a widow(er) with dependent children OR sixty-five (65) years of age or older AND I do not have more than one (1) employee AND I use my own capital only, which does not exceed one thousand dollars (\$1,000.00).:

Charitable Institution: non-profit corporations operating physical facilities at which charitable services are provided, a reasonable percentage of which are without cost to those unable to pay. :

Religious Institution: churches and ecclesiastical or denominational organizations or established places of worship at which non-profit religious services and activities are conducted. :

Educational Institution: state tax-supported parochial, church and non-profit private schools, colleges or universities conducting regular classes and courses of study required for accreditation by or membership in the Southern Association of College and Secondary Schools, the Department of Education or the Florida Council of Independent Schools. Non-profit libraries, art galleries and museums open to the public are defined as educational institutions and are eligible for the exemption. :

Farm Products: a person who sells farm, aquacultural, grove, horticultural, floricultural, tropical piscicultural or tropical fish farm products or products manufactured therefrom, when such products were grown or produced in the state by such person.:

[Save and resume later](#) [Continue Application »](#)

a.

17. This page will display which documents are required based on the information previously provided. Select “Add” to begin uploading documents.

An error has occurred.
The following documents are required based on the information you have provided:

- State License or Certificate
- Business Emergency Information Sheet
- Solid Waste Approval
- Sunbiz Registration

Business Tax Receipt Application

1 2 Location Details 3 Contact Details 4 Business Information 5 Review 6 Record Issuance

Step 4: Business Information > Supporting Documents * indicates a required field.

Documents

The maximum file size allowed is 200 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;mssc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

a.

18. Select “Add” once more, then select the files from your device. Once complete, select “Continue”.

File Upload X

The maximum file size allowed is 200 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse are disallowed file types to upload.

Example Document.pdf	100%

Continue **Add** **Remove All**

a.

19. Select the document type from the “Type” dropdown for each document, then select “Save”

The screenshot shows a list of four documents, each with a 'Type' dropdown menu highlighted in green. The types are: Business Emergency Information Sheet, Solid Waste Approval, State License or Certificate, and Sunbiz Registration. At the bottom of the interface, a 'Save' button is also highlighted in green.

a.

20. Select “Continue Application”

Step 4: Business Information > Supporting Documents

* indicates a required field.

Documents

The maximum file size allowed is 200 MB.
 a de;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;scx;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Example Document.pdf	Sunbiz Registration	80.72 KB	12/09/2024	Actions ▾
Example Document.pdf	State License or Certificate	80.72 KB	12/09/2024	Actions ▾
Example Document.pdf	Solid Waste Approval	80.72 KB	12/09/2024	Actions ▾
Example Document.pdf	Business Emergency Information Sheet	80.72 KB	12/09/2024	Actions ▾

Add

a.

The screenshot shows two buttons at the bottom: 'Save and resume later' and 'Continue Application >'. The 'Continue Application >' button is highlighted with a green box.

21. Review your application, select the box confirming the attestation, then select “Continue Application” to submit your Business Tax Receipt application.

‣ Insurance Company Information

‣ Address Edit

‣ Parcel Edit

‣ Owner Edit

‣ Business Owner Edit

‣ Business Information

‣ Exemption Eligibility

‣ Documents Edit

I attest that the information provided is true and accurate to the best of my knowledge.

By checking this box, I agree to the above certification.

Date: 12/09/2024

[Save and resume later](#) [Continue Application »](#)

a.