

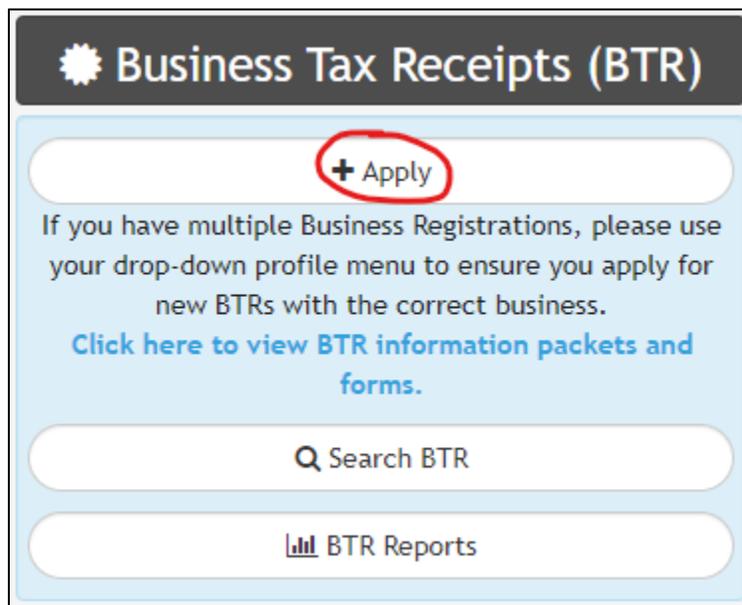
Business Tax Receipt (BTR) How to Apply for a BTR in iMS

Description:

The following Standard Operating Procedure (SOP) will show customers how to apply for a BTR in iMS.

Steps

- 1) Now that you have a “Pro” account (meaning you’ve registered your business with iMS), you may now access the BTR application. From the iMS homepage, under the “Business Tax Receipts (BTR)” tile, click on the “**Apply for BTR**” button.
 - a. If you do not yet have an approved registration with iMS, you will not see the below buttons displayed. You must either register as a new business or link to an existing registration.



Make sure to download/print your respective BTR information packet by visiting the [City's BTR webpage](#).

- 2) You'll arrive on the “**Record SubType**” page where you must select your type of business (see next page).

Please select one

Commercial Business

Click here if your business is located in a commercial space or is in a Community Residential Home - *NO STORAGE UNITS*

Home Business

Click here if your business is run out of your home/apartment - *Office Use Only and/or Cottage Foods Only*

- 3) Once you've selected the type of business you are applying for, you'll arrive on the "Business Location" page. Begin typing your address (where the business will operate from) and you will see a small loading icon at the end of the input box. The system will load a list of addresses where you'll select the one you need.
 - a. Note: Since the address must be typed exactly as it is stored in iMS, it is recommended to type only the street number and street name but avoid typing out street suffixes and directionals unless needed.

Business Location

New Business Tax Receipt | Commercial Business | In City

10%

Please enter the business location details below.

Use Map

Most accurate on a GPS-enabled device

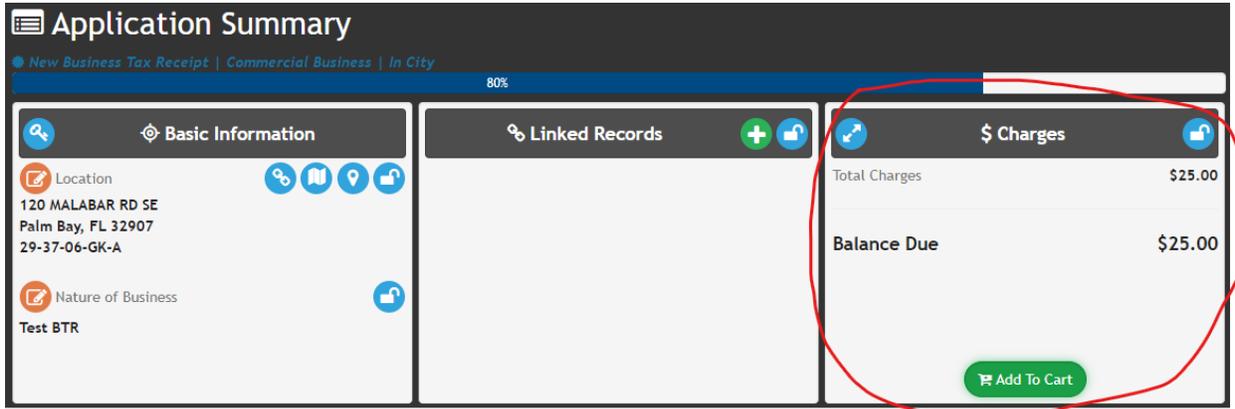
1120 MALABAR RD SE | 29-37-04-00-262 (Address)

120 MALABAR RD SE # B | 29-37-06-GK-A (Address)

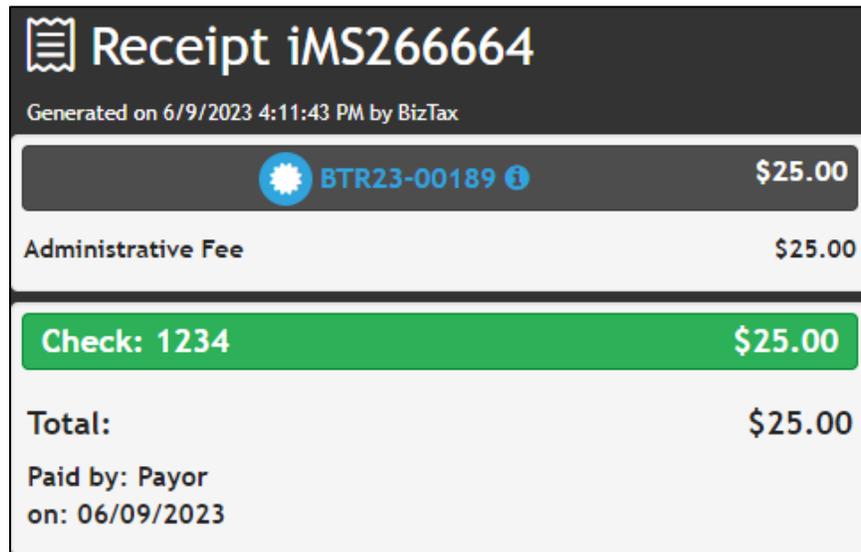
120 MALABAR RD SE # FP | 29-37-06-GK-A (Address)

120 MALABAR RD SE | 29-37-06-GK-A (Address)

- 4) Follow the prompts and complete the information to continue through the application process.
- 5) Once you arrive at the “Application Summary” page, you will see a \$25.00 charge for the Administrative Fee. Click the “Add To Cart” button to pay.
 - a. Note: The administrative fee is a one-time, nonrefundable fee.



- 6) Once paid, you will see a payment confirmation screen and you will be able to download/print your payment receipt.



- 7) Your BTR application will now be sent to BTR staff to conduct an initial completeness check review where they will verify all information/documentation provided.
- 8) Once the completeness check is approved, you will receive an email stating the application will go through the full approval process which may take up to 14 business days.
 - a. If you are a Home-Based Business, your BTR application will be sent to Growth Management and Code Compliance for further review and approval(s).

Reviews	
Code Review	06/29/2023
Completeness Check	Approved 06/09/2023
Growth Manageme...	Approved 06/09/2023

- b. If you are a Commercial Business, your application will be sent to Growth Management, Code Compliance, Building, Fire, & Utilities FOG (Fats, Oils, Grease) Division (if required) for further review and approval(s).
- i. Please expect a phone call from some of these departments so that any required inspections may be scheduled.

Reviews	
Building Review	06/27/2023
Fire Review	06/27/2023
FOG Review	Waived 06/09/2023
Code Review	Approved 06/08/2023
Completeness Check	Approved 06/07/2023
Growth Manageme...	Approved 06/07/2023

- 9) Once approved by all departments, you will receive an email to return to iMS to pay for your Business Tax Receipt (BTR). At that time, you may print/download your payment receipt and a copy of your BTR (which will need to be **visibly** displayed at the place of business).
- a. If you are tax exempt, you will automatically receive an emailed copy of your BTR upon BTR approval.
- 10) Your BTR(s) will not have to be renewed until the next fiscal year (fiscal year begins October 1 of each year). Please refer to the information packets on our website for more information.

Thank you for doing business in Palm Bay and we wish you much success!