



Certificate of Use (CU) and the Local Business Tax Receipt (LBTR) are due for renewal starting on June 1st and are due before October 1 of each fiscal year.

Renewing your Certificate of Use (CU)

EMAIL CARD AUTHORIZATION FORM (Page 2) TO:
CUSUBMITTALS@CITYOFSWEETWATER.FL.GOV

For Local Business Tax Receipt (LBTR)

EMAIL CARD AUTHORIZATION FORM (Page 2) TO:
LBTRSUBMITTALS@CITYOFSWEETWATER.FL.GOV

Other acceptable forms of payment are:

- a. **By check**, payable to CITY OF SWEETWATER, must be mailed to the following address:

BUILDING AND ZONING DEPARTMENT
1701 NW 112 AVE # 102 SWEETWATER FL, 33172

- b. **In person.** Our offices hours are open **MONDAY TO FRIDAY 8AM- 3.00PM.**
Due to COVID we encourage you to use the previously listed options.

How to obtain renewed document:

Once your payment has been processed, the clerk will email you a receipt and send the renewed card to the corporate address we have on file. Please make sure to reference your CU or LBTR number and provide an email if you choose to send payment by check in the mail.

Please do not discard the original Certificate of Use. Display both Certificate of Use and Local Business Tax Receipt for the corresponding year on the wall at the premises.

Payments received between October 1st to December 31st, 2023, will incur late fees as specified under Chapter 25 of the city code. Kindly note that if you fail to renew the Certificate of Use and Local Business Tax Receipt on or before January 1st, your certificate will be deemed null and void, and you **MUST** apply for a new certificate. Local Business Tax Receipt payments will incur late fees plus Sect 62.49 \$250.00 per year.



City of Sweetwater

Address 1701 NW 112 AVE 102, SWEETWATER, FL 33172

Phone (305) 485-4526

One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize City of Sweetwater to make a onetime debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

3 % surcharge will be applied to each transaction made.

Please complete the information below:

I _____ authorize City of Sweetwater to charge my credit card
(Full name)
account indicated below for _____ on or after _____. This payment
(Amount) (Date)
is for _____.
(Description of goods/service)

Billing Address _____

Phone # _____ Email _____

Cardholder Name: _____

Credit Card Number: _____

Expiration Date: _____ CVV2: _____

Account Type: Visa ____ Master Card ____ American express ____ Discovery ____

Signature _____

Date _____.

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated only, and is valid for one time use only. I certify that I am an authorized use for this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.