

# Town of Jupiter Business License Renewal

1. Go to BTR Homepage ([www.jupiter.fl.us/btr](http://www.jupiter.fl.us/btr)). Click on Renew Your BTR

You are here: [Home](#) > [Departments](#) > [Business Development / JBiz](#) > Business Tax / Occupational License

## Business Tax Receipts

A Business Tax Receipt\* (BTR) is an **annual** tax collected by the Town of Jupiter from all businesses located in the Town or doing business within the Town of Jupiter city limits.

The BTR Department's primary function is to register businesses and professionals physically located or doing business within the Town of Jupiter corporate limits.

### Important Information

- Local business tax is due September 30th and can be paid on or after July 1.
- Licensing year is October 1st - September 30th. Required documentation and fees apply.

**RENEW YOUR BTR**

\*The Florida Legislature changed the name of "Occupational Licenses" to Local Business Tax Receipts. The

## CONTACT

**Town of Jupiter**  
Business Tax Receipts  
210 Military Trail  
Jupiter, FL 33458  
(561) 741-2318  
(561) 741-0934 (F)

[Email Us](#)

**BTR Counter Hours**  
Monday - Friday  
8:00 AM - 4:00 PM

## FAQs

- When does my Business Tax Receipt expire?
- What is a Business Receipt?
- Where do I start w

2. Login to the Jupiter Community Development System

3. Select the Business Name or Professional license you are renewing.

(If Business Click in Business License you are renewing in next screen ; see arrow)

# Town of Jupiter Business License Renewal

**Business Name: MWells**

## Business Details

**Company Type:** Corporation      **DBA Name:**      **Location:** Fixed  
**Status:** Active      **TIN:**      **Open Date:** None  
**Description:**       **Tax ID:**      **Close Date:** None  
**District:** Town of Jupiter - All      **Last Audit:** None

## Primary Address Details

**Parcel :**

## Contacts

Company	First Name	Last Name	Type
Town of Jupiter	Megan	Wells	Owner

Displaying items 1 - 1 of 1

## Business Licenses

Number	Type	Tax Year	Classification	Status	Apply Date	Issue Date	Expire Date
<a href="#">BUS-16-790</a>	Business Registration	2016	Alterations	Expired	6/21/2016		6/20/2016

Displaying items 1 - 1 of 1

[Apply for New License](#)

## Business Types

### 4. Click on Renew License

**License Number: BUS-16-790**



[Subscribe](#)

[Renew License](#)

## Business Details

**Company Name:** MWells      **DBA Name:**      **Status:** Active

## License Details

**License Type:** Business Registration      **District:** Town of Jupiter - All      **Applied Date:** 6/21/2016  
**Classification:** Alterations      **Issued By:** System Administrator      **Issued Date:** None  
**Status:** Expired      **Expiration Date:** 6/20/2016  
**Description:** Test       **Account Number:**      **Last Renewal Date:** None  
**License Year:** 2016

## Primary Address Details

**Parcel :** 30424112000001120  
**Address :** 1210 S OLD DIXIE HWY  
Jupiter, FL 33458



## Contacts

Type	Company	First Name	Last Name	Title
Company	Town of Jupiter	Megan	Wells	Building Support Specialist

# Town of Jupiter Business License Renewal

## Business License Renewal

**License Info**

<b>License Number:</b> BUS-16-790	<b>Account Number:</b>
<b>License Type:</b> Business Registration	<b>Application Type:</b>
<b>License Year:</b> 2016	<b>Classification:</b> Alterations
<b>Description:</b> Test 	<b>Address:</b> 1210 S OLD DIXL...  1210 S OLD DIXIE HWY Jupiter, FL 33458 United States

**Note**   
Business License Renewal Info

**Business Info**

<b>Business Name:</b> MWells	<b>DBA:</b>
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**Additional Info:**

**# of Employees:**

**# of Employees Full-Time:**

**# of Employees Part-Time:**

**# of Employees Salaried:**

**Salary Range:**  

**# of Employees Live In-Town:**

**# of Employees Live Out-of-Town:**

**Years of Service Operated in Town:**

**Hours of Operation:**

**Alarm System:**  

By selecting NO below, you are agreeing that there have been no changes to your previous year's Business Tax Receipt. If there have been changes, please submit a new application. Examples of changes would consist of: change in Address, Business Name, Classification or Use, Additional Classification or Use, Ownership, etc...

**Are there changes to the info listed above?:**  

**Note**   
Additional informations

**5. Answer the questions**

**Calculate**

Fee	Amount
No records to display.	

 

**6. Click on Calculate Fees**

**Upload Attachments**





**Note**   
Attach files. Each file exceed 1MB. File type: pdf, png, jpeg, gif, tiff, xls, xlsx, ppt

**7. Upload current documents.**

**8. Click Next**

# Town of Jupiter Business License Renewal

## 9. Click Confirm and Submit

### Business License Renewal Confirmation

#### License Info

**License Number:** BUS-16-790

**License Type:** Business Registration

**License Year:** 2016

**Description:** Test  


**Account Number:**

**Application Type:**

**Classification:** Alterations

**Address:** 1210 S OLD DIXIE...  
 1210 S OLD DIXIE HWY  
Jupiter, FL 33458 United States

Note



Business Licens

#### Business Info

**Business Name:** MWells

**DBA:**

#### Additional Details

**# of Employees:**

**# of Employees Full-Time:**

**# of Employees Part-Time:**

**# of Employees Salaried:**

**Salary Range:**

**# of Employees Live In-Town:**

**# of Employees Live Out-of-Town:**

**Years of Service Operated In Town:**

**Hours of Operation:**

#### Alarm System:

By selecting NO below, you are agreeing that there have been no changes to your previous year's Business Tax Receipt. If there have been changes, please submit a new application. Examples of changes would consist of: change in Address, Business Name, Classification or Use, Additional Classification or Use, Ownership, etc...

Are there changes to the info listed above? : No

#### Calculate

Fee	Amount
BR - Alterations	\$75.00

#### Upload Attachments

File Name
Example.pdf

Displaying items 1 - 1 of

**Confirm and Submit**

# Town of Jupiter Business License Renewal

## 10. Invoice will come up to pay. Click on Make Payment.

Invoice Number: 00014918



Make Payment



Invoice Details	
<b>Billing Contact :</b> Town of Jupiter (Wells, Megan)	<b>Invoice Status :</b> Due
<b>Invoice Date :</b> 6/21/2016	<b>Invoice Number :</b> 00014918
<b>Invoice Due Date :</b> 7/21/2016	<b>Invoice Description :</b>
	<b>Invoice Total :</b> \$75.00

Primary Fees					
Fee Name	Fee Total	Amount Due	Reference Entity #	Entity	Notes
BR - Alterations	\$75.00	\$75.00	BUS-16-790	Business	

Displaying items 1 - 1 of 1

Misc Fees		
Fee Name	Paid Amount	Fee Total
No records to display.		

Attachment Details	
File Name	
No records to display.	

## 11. You can pay with Credit Card or E-Check; just fill out the information (similar to Amazon). Below are the four screens you will process through.

RETURN TO COMMUNITY DEVELOPMENT SYSTEM TOWN HOMEPAGE

**Town of Jupiter**  
210 Military Trail  
Jupiter, FL 33458  
(561) 746-5134  
Staff Directory

Community Services (2) \$75.00

Total \$75.00

Checkout

The Town allows you to pay your bills online.

Visa, MasterCard and American Express.

Your payment will be posted to your account usually within 2 business days.

**Shopping Cart**

Description	Balance	Amount
Community Services (remove) EnerGov Invoice Number: 00014918	\$75.00	\$75.00
<b>Total</b>	<b>\$75.00</b>	

**Confirmation**

Email Address:

Confirm Email Address:

Credit Card / E-Check (HPG)

Make Payment

**TOWN OF JUPITER** Town of Jupiter

**Account Information**  
Name: 00014918  
Account Number: 00014918  
Additional Information:

**Payment Amount**  
Payment Amount: \$75.00

**Payment Method**  
Pay by Credit/Debit Card Pay by E-Check

Email Address:

Card Type:

Card Number:

Expiration Date (MM/YY):

CVV:  Where is this?:

Name on Card:

Cardholder Address:

Postal Code:

Continue Cancel Payment

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**TOWN OF JUPITER** Town of Jupiter

**Account Information**  
Name: 00014918  
Account Number: 00014918  
Additional Information:

**Payment Amount**  
Payment Amount: \$75.00  
Total Amount: \$75.00

**Your Information**  
Account Holder Name: MeganW  
Confirm Bank Routing Number:

Confirm Bank Account Number:

Total Due: \$75.00

Make Payment Edit Information Cancel Payment

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RETURN TO COMMUNITY DEVELOPMENT SYSTEM TOWN HOMEPAGE

**Town of Jupiter**  
210 Military Trail  
Jupiter, FL 33458  
(561) 746-5134  
Staff Directory

The City allows you to pay your bills online.

Visa, MasterCard and American Express.

Your payment will be posted to your account usually within 2 business days.

**Your payment has been made successfully**

[Print Receipt]

**Town of Jupiter**  
Online Payment Receipt

Payment Date: 06/21/2016  
Confirmation Code: W5FFK

Please keep this number for your records.

CommService - Online EnerGov Invoice Number 00014918	\$75.00
CommService - Online EnerGov Invoice Number 00014922	\$1.00
<b>VISA Total</b>	<b>\$76.00</b>

Once paid Click on Return to Community Development System. Open your license you just processed, hit the printer icon in the upper right corner.