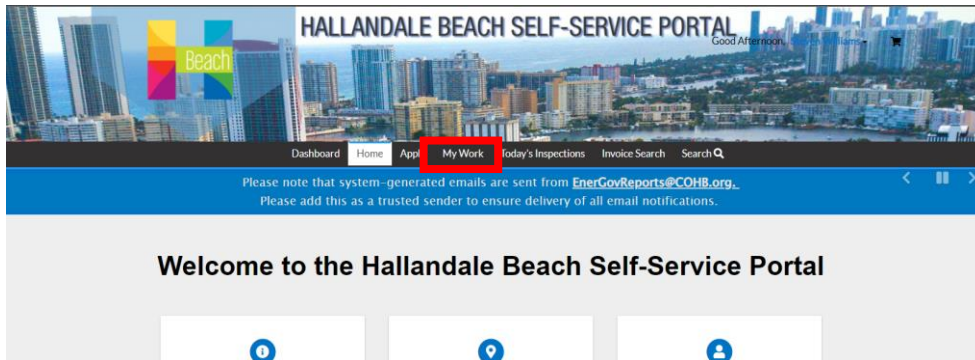
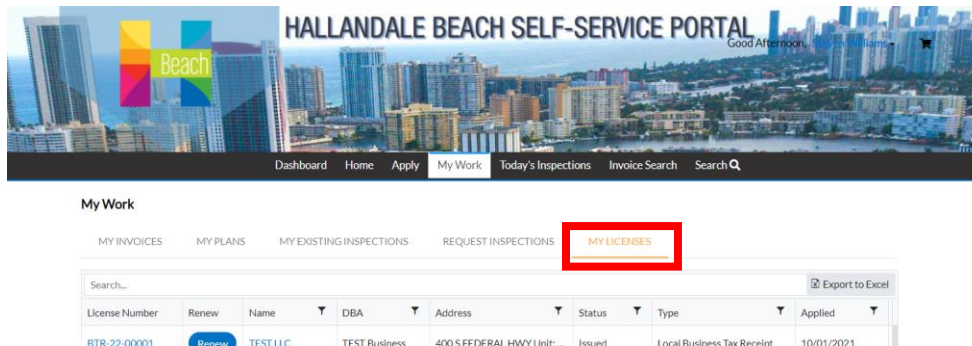


Local Business Tax Receipt (BTR) and Certificate of Use (CU) Renewal Instructions

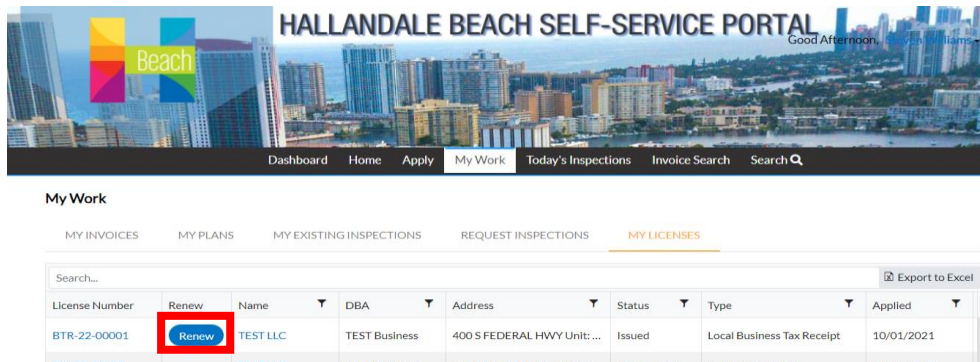
- Step 1. Visit the City's self-service portal at www.COHB.org/SSP
- Step 2. Login using your email address and password.
- Step 3. Click "My Work" on the top menu bar.



- Step 4. Select "My Licenses"

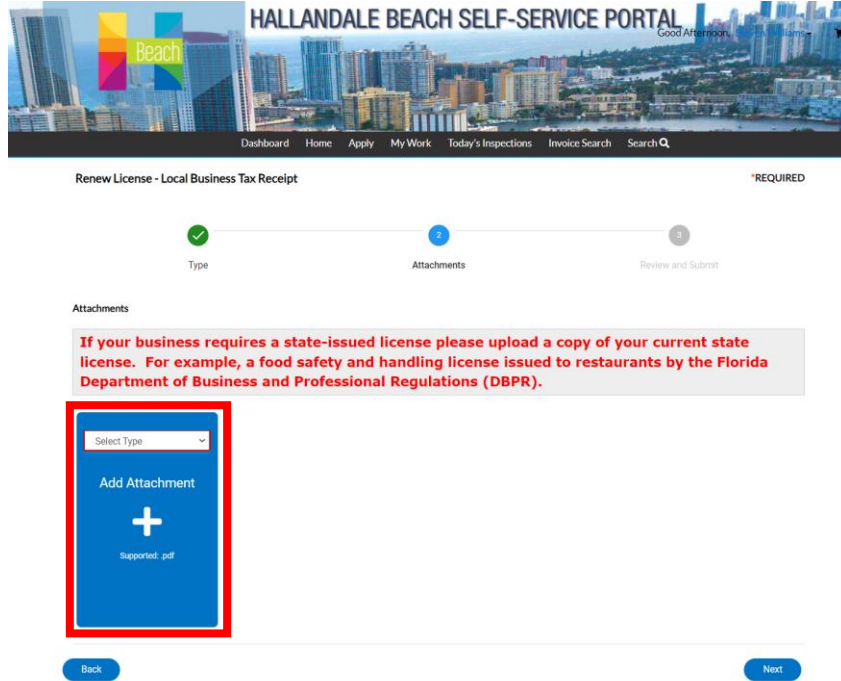


- Step 5. All licenses eligible for renewal will show a "Renew" button in the renew column. Click "Renew".



Step 6. Follow the steps as prompted. If your business is regulated by the state and requires a state-issued license, a copy of the current state license should be uploaded on the attachments tab.

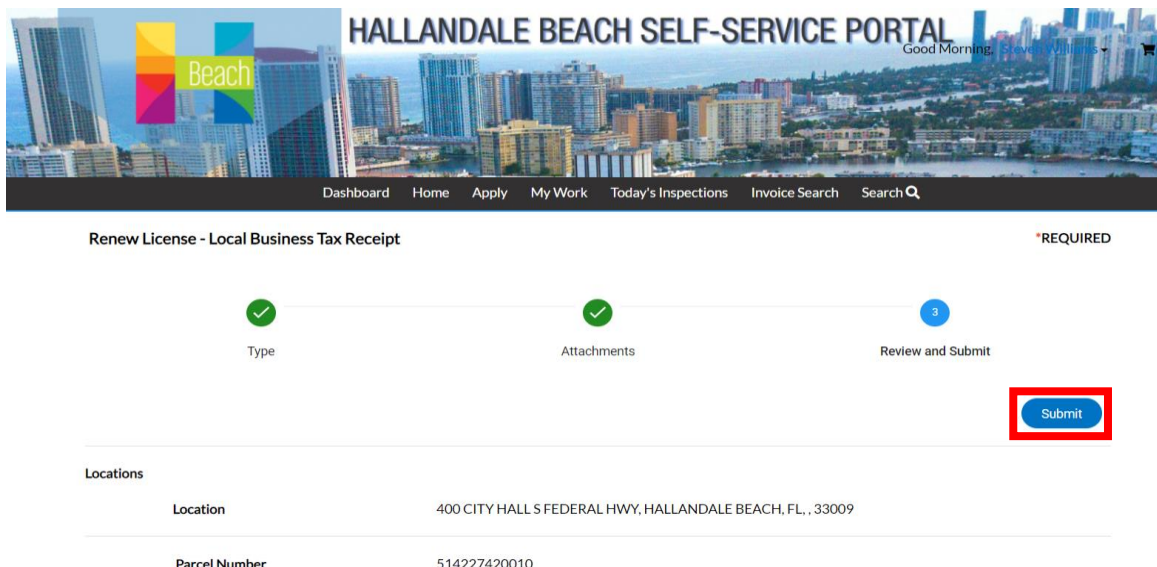
i. To add an attachment, click the blue “Add Attachment” card.



ii. Follow the prompts to locate the file to be uploaded on your computer.

iii. Then click “Next”.

Step 7. Review the information to be submitted for the renewal. If all the information is correct, click “Submit”.





- **After Submittal** - Once the renewal has been submitted, staff will review the renewal and invoice all applicable fees. This process should take one (1) to four (4) business days. If additional information is required, staff will reach out to the contact of record.
 - **Payment** - Once the renewal has been reviewed and invoiced, the invoice will be sent to the contact of record via email. Payment can be made:
 - Online: credit card, via the self-service portal
 - In person: credit card, check, money order, or cash at the City Hall
 - Through the mail: check, or money order. Mailed payments must include a copy of the invoice.
 - **After Payment** - After payment has been made, the BTR and/or CU for the new year will be sent via email to the contact of record.
-

Frequently Asked Questions

- **After logging in, I am not able to locate my BTR/CU for renewal. How do I move forward?**
 - You may have used a different email address to submit the original application. You may contact our office for assistance.
- **Have fees increased?**
 - Yes, all Local Business Tax Receipt fees have increased by 5% for the license year starting October 1, 2023.
- **If I renew on September 30th and am not invoiced until after October 1st, will I be penalized?**
 - No, as long as the renewal is requested by September 30th and the invoice is paid by the invoice due date, no penalty will be assessed.
- **The nature of my business has changed, how do I update my business information for the renewal?**
 - If the nature of your business has changed, please contact our office for assistance.
- **I will be moving, or have moved my business location. However, my business is still located within the City of Hallandale Beach. How do I renew my BTR and/or CU?**
 - If your business has changed locations, a new application is required. Depending on when your business changed location, a transfer fee may apply. Please contact our office if you need more information regarding transferring a business location within the City of Hallandale Beach.
- **Is the CU inspection required for the CU renewal?**
 - No, the renewal process is independent of the CU inspection. The CU inspection occurs annually (not on the same date), but the renewal is required by September 30th to avoid penalty.
- **What are the penalties?**
 - For information on deadlines and penalties for late renewals CUs and BTRs, please visit www.cohb.org/renewals.