



## SMALL BUSINESS COMBINED CERTIFICATION APPLICATION CHECKLIST

Small Business Enterprise (SBE) and/or County Business Enterprise (CBE)

The Office of Economic and Small Business Development has a new online Small Business Local Certification Application [Apply Now!](#)

Below is the list of supporting documents required to be uploaded with the online certification application. Please have all the documents ready before you apply. *NOTE: Incomplete applications will not be processed.*

- Corporate Federal Tax Return for previous three (3) years (**Front Page ONLY**) or Sole Proprietorship, copies of your Individual Tax Return Schedule C for the past three (3) filing years. For individual tax returns, please remove your social security number from the copy prior to submitting the copy.
- Copy of all Broward County **and** Municipal Business Tax Receipts, previously called occupational licenses.

For any questions about Broward County Business Tax Receipts, contact the Broward County Records, Taxes and Treasury Division at 954-831-4000 or visit [https://broward.county-taxes.com/public/search/business\\_tax](https://broward.county-taxes.com/public/search/business_tax) and **click** "[Business Tax](#)"

- Copies of all State and/or County competency professional licenses. For any questions about required licensing, contact the Broward County Building Code Services at 954-765-4400 visit <https://www.broward.org/Building/Contractors/Pages/Get-a-License.aspx>
- Up-to-date, detailed resumes of all owners. Resumes should reflect their experience and/or training in the type(s) of business being conducted by the corporation.
- Copy of the current lease for physical business location, if business is not home-based. A virtual office does not meet the requirements of having a physical office in Broward County.
- Copies of three (3) contracts, sales invoice or service agreements, etc. currently performing or completed by the firm as listed on the application in Section III (D).

**NOTE:** As part of the review process of your certification application, the Broward County Office of Economic and Small Business Development **may** request additional supporting documents **and** perform site visits, as deemed necessary. For assistance completing the application, review the [Online Tutorial](#) or call 954-357-6400.

