



CITY OF PARKLAND
DEVELOPMENT SERVICES DEPARTMENT
6600 University Drive
Parkland, Florida 33067
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Employee Leasing Company (Temp. Agency) Checklist

- City of Parkland [Commercial Business Tax Receipt Application](#)
- Copy of Lease Agreement or Warranty Deed
- Broward County [Local Business Tax Receipt](#)
 - Online application via [BTExpress](#)
 - In-person [paper application](#)
- Florida Department of State Business Documents ([Sunbiz](#))
 - Articles of Organization (for LLC)
 - Articles of Incorporation (for Corp. or Inc.)
 - Fictitious Name Registration (if applicable)
- Department of Business & Professional Regulation ([DBPR](#))
 - Employee Leasing Company License (ELC)
- [Broward County Uniform Building Application](#) (submitted to Building Dept)
 - Tenant Compliance if no interior remodel/buildout
 - Commercial Remodel/Buildout
- Additional Support (optional)
 - [City of Parkland New Business Program](#)
 - [Parkland Chamber of Commerce](#)