



# Community Development Department

4100 Indian Bayou Trail | Destin, FL 32541 | Phone: 850-654-1119 | [www.cityofdestin.com](http://www.cityofdestin.com)

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## INSTRUCTIONS TO APPLY FOR NEW BUSINESS

### TAX RECEIPT (BTR)

Login to the Compass website: [www.cityofdestin.com\COMPASS](http://www.cityofdestin.com\COMPASS)

- At the Dashboard, Click **APPLY**; from the **LICENSES** list click **“ALL”**
- Scroll down until you find your business type (if your business type is not listed choose **GENERAL**)
- Click **APPLY**
- Select company type from drop down menu (LLC, INC, etc..)
- Click the **+ symbol** which will take you to the **Location** screen
- Click on the **+ symbol** and enter business location address in the Search box, click on the magnifying glass symbol to search
- Select the correct address and click **Add**; then **Next**
- Add business details- **NEXT**
- Click on the **+ symbol**, search for and add contacts (as many as needed)- **NEXT**
- Fill in all applicable fields- **NEXT**
- Add any applicable attachments- **NEXT** (e.g., State License)
- Type your name in the box to consent to electronic signature
- Click on **Enable Type Signature** and type in your name again
- **Next, Review, and SUBMIT**

If you need any assistance or have any questions, please call Community Development Department at 850-654-1119 Option 2 or email [businesstaxreceipts@cityofdestin.com](mailto:businesstaxreceipts@cityofdestin.com)