



## **Business Tax Receipt Checklist Home Application**

To the Applicant:

Attached is the City of Satellite Beach Business Tax Receipt Home Application Packet

PLEASE NOTE: - Your Business Tax Receipt(s) cannot be issued without the following requirements

- 1. Confirm your address is located in the City of Satellite Beach, as some addresses are unincorporated and will require you to submit your application with Brevard County only.
  - ([http://www.satellitebeach.org/residents\\_visitors/forms.php](http://www.satellitebeach.org/residents_visitors/forms.php) verify your address is on the list for the City of Satellite Beach)
- 2. Application must be completed in full
- 3. Payment of Business Tax Receipt and any penalties imposed. For fees, call 321-773-4409
  - Payments are made payable to The City of Satellite Beach and can be processed through cash, check or credit card
- 4. Copy of Fictitious Name Registration (register on [www.sunbiz.org](http://www.sunbiz.org) (850)488-9000) or reason for exemption
- 5. Copy of your driver's license must be attached to the application
- 6. Renters- Provide a letter from the property owner granting you permission to operate out of the homeowner's property (See page 6 -must be notarized)
- 7. If your business requires a state license or contractor's license, a copy of that license must be included with the application
- 8. Certificate of Competency issued by Brevard County (321-264-6969) if your business falls under the list of trades listed on page 4
- 9. Transfer/Change of ownership or Business name- complete application with changes and submit a fee of \$7.00 per change
- 10. Business Tax Receipts **expire on September 30<sup>th</sup>** of every year you must renew before October 1<sup>st</sup> to avoid any penalty fees

Submittal of this application for a Local Business Tax Receipt does not permit the applicant to operate or engage in any type of business, profession or occupation until the Community Development Department issues the Business Tax Receipt. When the proper approvals have been secured, your Business Tax Receipt(s) will be issued.

**Any questions concerning the application please call the  
Community Development Department at (321) 773-4409**

### **Fee Schedule:**

Local Business Tax Receipts cost - \$70.00  
Veterans and Spouses of Veterans  
65 and older- Free IF QUALLIFIED

City of Satellite Beach  
565 Cassia Blvd.  
Telephone: (321) 773-4409  
Home Application



**APPLICATION FOR LOCAL BUSINESS TAX RECEIPT  
HOME OCCUPATION**

Complete this Section:  New  Transfer/Change of Existing Tax Receipt

Business Name: \_\_\_\_\_

Is the above business name registered as a corporation or fictitious name with the State of Florida ([www.sunbiz.org](http://www.sunbiz.org))?  Yes  No If yes, you must provide a copy of the Article of Incorporation./Reg.

Owner(s) Name: \_\_\_\_\_

\_\_\_\_\_  
*(If corporation, list officers)*

Location Address: \_\_\_\_\_  
*(Address) (City) (State) (Zip Code)*

**Initial: HOME ADMINISTRATION ONLY**

Mailing Address: \_\_\_\_\_  
*(Address) (City) (State) (Zip Code)*

Drivers License No. \_\_\_\_\_ State: \_\_\_\_\_

Business Vehicle (if applicable):  
Make: \_\_\_\_\_ Year: \_\_\_\_\_ Tag #: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Emergency Contact & Phone number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

Nature of Business: \_\_\_\_\_  
\_\_\_\_\_

Federal ID: \_\_\_\_\_ SSN: \_\_\_\_\_

*As per Florida Statute 2015-0535(5): A receipt may not be issued unless the FED ID or SSN is obtained from the person to be taxed.*

**EXEMPTIONS: 65 & Over, Disabled Veteran, and total disability exemptions available IF QUALIFIED. Written proof required.**

I understand this is an application for a Business Tax Receipt in the City of Satellite Beach, FL. Until I have received the Business Tax Receipt, I will not conduct any business at this location. The Business Tax, upon receipt, is valid until September 30 and must be renewed before each October 1<sup>st</sup>.

I hereby declare the preceding statements to be true and correct to the best of my knowledge. I have also read and initialed the attached pages related to restrictions regarding home occupations, and hereby state that I understand the information contained therein and will comply with these restrictions and all Satellite Beach City Codes. LDR Chapter 30-601 through 30-606 (HOME OCCUPATIONS) OF THE SATELLITE BEACH CITY CODE DENOTES RESTRICTIONS RELATED TO THE OPERATION OF A BUSINESS FROM A PLACE OF RESIDENCE.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**OFFICE USE ONLY**

Department Approval \_\_\_\_\_ License #: BTR-  
Building & Zoning: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

Directions: Please read and initial each line item

Home occupation means any occupation conducted within a dwelling unit by an occupant thereof, which occupation is clearly secondary to the residential use of the dwelling and does not change its residential character. It includes a business activity related to a business located elsewhere, but does not include a business located elsewhere which has only call-forwarding service to the residence.

**Sec. 30-601. Intent**

- 1. \_\_\_\_\_ This section recognizes that the intended purpose of residential zoning is quiet enjoyment of one's home. Home occupations are not authorized by residential zoning; they are allowed only when specifically authorized by the City Council. While there are always other locations to conduct any business, residential areas are the only place where city residents can peacefully enjoy their homes. Accordingly, any home occupation that interferes with another's quiet enjoyment of home is inappropriate in a residential area.

**Sec. 30-602. General Provisions**

- 2. \_\_\_\_\_ (a) The use of a residence for any home occupation shall be clearly incidental and sub its use as a residence.  
  
(b) There shall be no change in the residential character or outside appearance of the structure or premises or other visible evidence of the conduct of such home occupation.

- (c) No interruption, congestion, or change to the character of the neighborhood in terms of appearance, noise, traffic, or vehicular parking shall result from operation of the home occupation.

**Sec. 30-603. Business Tax Receipt required**

- 3. \_\_\_\_\_ Any person desiring to conduct a home occupation in or from a residence must obtain a local business tax receipt from the city. The issuance, suspension, or revocation of any local business tax receipt shall be governed by Chapter 58, Article 3, of this code.

**Sec. 30-604. Business Vehicles**

- 4. \_\_\_\_\_ (a) Business vehicles include any vehicle marked with any sign advertising this business.
- (b) No on street- or on lawn parking of business vehicles shall be permitted.
- (c) No more than one business vehicle shall be parked within view of surrounding properties, and the gross vehicle weight of such vehicle shall not exceed 10,000 pounds\*

**Sec. 30-605. Business Activities**

- 5. \_\_\_\_\_ (a) No business activity, materials, equipment, or merchandise shall be visible from the street, sidewalk, or surrounding properties.
- (b) Loading and unloading of goods and materials shall be limited to one hour per day. Deliveries to any home-occupation residence shall be limited to vehicles with no more than three axles.
- (c) No business activity, equipment, tools, or process shall create a nuisance or hazard due to noise, traffic, vibration, glare, fumes, odors, or electro-magnetic interference.

**Sec. 30-606. Prohibited uses**

- 6. \_\_\_\_\_ (a) Any use which bring clients, prospects, customers, buyers, patients, patrols, or traffic to the home.
- (b) Painting or repair of any kind of vehicle or vessel.
- (c) Tourist or transient residential units, including any business commonly referred to as a bed and breakfast.
- (d) Any business or occupation conducted in or from a residence where the business owner does not reside full-time.
- (e) Except for state-licensed family daycare homes, any business which cannot be conducted totally indoors. The use of a residential outdoor swimming pool for daycare activities shall be prohibited.

**Brevard County Licensing Regulation and Enforcement**

The list of Trades below require a **Certificate of Competency from the State or County:**

- Alarm Contractor
- Alarm II Contractor
- Aluminum Specialty Structure Contractor
- Building Contractor
- Drywall Contractor
- Electrical Contractor
- Electrical Sign Contractor
- General Contractor
- HARV Contractor
- Limited Energy System Contractor
- Mechanical Contractor
- Plumbing Contractor
- Residential Contractor
- Roofing Contractor
- Sheet metal Contractor
- Solar Contractor
- Swimming Pool Contractor
- Swimming Pool Service Contractor
- Underground Utilities Contractor

The list of Trades below require a **Certificate of Competency from the County ONLY:**

- Excavating/Land Clearing Contractor
- Fencing Contractor
- Floor Covering Contractor
- Framing Contractor
- \*Garage Door Contractor
- Irrigation Contractor
- Marine I Contractor
- Marine II Contractor
- Masonry Contractor
- Painting Contractor
- \*Storm Shutter Contractor
- Stucco Contractor
- Swimming Pool finishing Sub- Contractor
- Window and Door Contractor

Under State rule, these trades would be performed within the following trade contracting categories: General, Building, Residential, and Specialty Structure Contractors.

By signing this I have read and fully understand the above mentioned lists of trades require a Certificate of Competency from the State or County and agree not to perform or contract any of these services unless licensed to do so.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### City of Satellite Beach Online Directory

The City of Satellite Beach would like to include all local businesses on our website. There is no cost to you as a business owner, however, we do need your permission to include you on our list.

Please complete the form below if you would like to be listed on the website, if you do not want your business to be listed on the website please select that option below and sign the signature line:

Business Owner: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please check all that apply:

- Attorney
- Accounting/Bookkeeping
- Banking/Finance/Mortgage
- Barber
- Cleaning
- Computer Related Service
- Consultant
- Contractor/Air & Heat
- Contractor/Building
- Contractor/ Electric
- Contractor/Fencing
- Contractor/ Framing
- Contractor/Irrigation
- Contractor/Painting
- Contractor/Plumbing
- Contractor/Pool
- Contractor/Roofing
- Contractor/Tile, Floor Covering
- Contractor/Window, Door
- Cosmetology/Salon
- Dentist
- Handyman/ Minor Repairs
- Health Care
- Insurance
- Lawn Care/ Horticulture
- Lodging/ Rentals
- Pet Care
- Pharmacy
- Photography
- Physicians
- Pool Care
- Real Estate/Title Company
- Restaurant/ Bar
- Retail Sales
- Service
- Travel Agent

I do not want to be listed on the City of Satellite Beach Online Directory

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Local Business Tax Receipt Contractor Permission Letter  
Local Business Tax Receipt Landlord Permission Letter**

This letter confirms that I, (property owner) \_\_\_\_\_ give permission to  
\_\_\_\_\_  
(current tenant renting the home), to operate his/her business  
Administration portion of the business out of \_\_\_\_\_ Satellite Beach, FL,  
Performing the service of \_\_\_\_\_ as an independent contractor.

Signature of property owner: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF BREVARD

The foregoing instrument was acknowledged before me **by means of**  **physical presence or**  
 **online notarization**, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_, who is personally known to me or who has produced  
\_\_\_\_\_ (type of identification) as identification.

\_\_\_\_\_  
(Signature of Notary)

\_\_\_\_\_  
(Notary Stamp or Seal)

**IMPORTANT INFORMATION**

**Once you have obtained a Local Business Tax Receipt from the City of Satellite Beach you need to register with Brevard County**

**Brevard Tax Collectors Office**

Location: 400 South Street, 6<sup>th</sup> Floor, Titusville, FL 32780  
Mailing address: P.O. Box 2500 Titusville, FL 32781  
Phone Number: 321-264-6969  
Website: [www.brevardtaxcollector.com](http://www.brevardtaxcollector.com)

- Select other services
- Business Tax Receipts

Hours of operation: Monday, Tuesday, Thursday and Friday 8:30am-5pm, Wednesday 9am-5pm

**Application Process**

- New applications are only processed in the Titusville office in person, online or by mail
- Applications in person are processed immediately otherwise, they take a few business days to process
- Brevard County Fiscal Year is August 1<sup>st</sup> to August 31<sup>st</sup>
- Costs varies on type of license (Handyman- \$37; \$155-average Certificate of Competency)

**Renewals**

Renewals can be processed in person at any tax collector’s office, online or by mail

**Brevard Tax Collector Office Locations:**

**Indian Harbour Beach Office**

240 E. Eau Gallie Blvd  
Indian Harbour Beach, FL 32937  
Phone Number: 321-952-4540

**Palm Bay Office**

450 Cogan Drive SE  
Palm Bay, FL 32909  
Phone Number: 321-952-4540

**Melbourne Office- S. Brevard Service Complex**

1515 Sarno Road  
Melbourne, FL 32935  
Phone Number: 321-255-4410

**Titusville Branch- N. Brevard Service Complex**

800 Park Avenue & South Street  
Titusville, FL 32796  
Phone Number: 321-264-5224

**Merritt Island Office**

1605 N. Courtenay Parkway  
Merritt Island, FL 32953  
Phone Number: 321-264-5224

**Viera Branch Office**

2725 Judge Fran Jamieson Way Bldg. A108  
Viera, FL 32940  
Phone Number: 321-633-2152