



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.satellitebeachfl.org/Pages/Forms.aspx> - 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 (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 30th** of every year you must renew before October 1st 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 Building 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 Building Department at (321) 773-4409

Fee Schedule:

Local Business Tax Receipts cost-\$70.00
Veterans -\$20.00
65 and older- Free

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: _____

E-mail Address: _____

Please check all that apply:

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

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

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 in independent contractor.

Signature of Property Owner

Date

STATE OF FLORIDA
COUNTY OF BREVARD

_____ sworn to and subscribed before me this _____ day of _____ 2016, who is personally known to me or has produced _____ identification.

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, 6th Floor, Titusville, FL 32780
Mailing address: P.O. Box 2500 Titusville, FL 32781
Phone Number: 321-264-6969
Website: 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 1st to August 31st
- 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

Titusville Branch- N. Brevard Service Complex

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

Melbourne Office- S. Brevard Service Complex

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

Viera Branch Office

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

Merritt Island Office

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

Palm Bay Office

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