



Business Tax Receipt Checklist Commercial Application

To the Applicant:

Attached is the City of Satellite Beach Business Tax Receipt Commercial 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 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 dos.myflorida.com/sunbiz (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 Owner'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 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 QUALIFIED



APPLICATION FOR LOCAL BUSINESS TAX RECEIPT (LBTR) COMMERICAL BUSINESS IN THE CITY OF SATELLITE BEACH

**All sections of this application require an input.
If the input is Not Applicable, please enter N/A in the form field.**

New Business Change/Transfer of Existing Business to new ownership

Business Name as registered with the State of Florida: _____

Is this a **dba**? YES NO, If YES, what is the Operating Name? _____

Business Address:

EXAMPLE:

Building Number: 1390 Direction, if applicable (e.g., S) S Street Name: PATRICK Designation: DRIVE

Building Number	Direction	Street Name	Designation	Suite #
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Square Footage: _____

Business Phone: _____ Business Website: _____ Fax #: _____

Mailing Address: Same as above

C/O: _____

Street Address	City	State	Zip
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Nature of the Business: _____

Alarm? YES NO, If YES, type? (Check all that apply) Fire Burglary
(PERMIT REQUIRED)

Signage: Are you changing an existing sign or installing a new sign? YES NO
(PERMIT REQUIRED)

Vending Machines? YES NO, If YES, how many?

Federal ID#: _____ or Owner 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, or Disabled Veteran, or Total Disability exemptions available if qualified. Documentation must be attached to this application.

Business Owner(s):

PRIMARY Name: _____ Home Address: _____

Cell Phone: _____ E Mail: _____

Driver's License #: _____

Business Vehicle Make: _____ Model: _____ Tag #: _____

SECONDARY Name: _____ Home Address: _____
Cell Phone: _____ E Mail: _____
Driver's License #: _____
Business Vehicle Make: _____ Model: _____ Tag #: _____

Additional Emergency Contacts:

PRIMARY Name: _____ Home Address: _____
Cell Phone: _____ Employee? YES NO Relationship/Title: _____

SECONDARY Name: _____ Home Address: _____
Cell Phone: _____ Employee? YES NO Relationship/Title: _____

I understand this is an application for a Local Business Tax Receipt in the City of Satellite Beach. I understand and acknowledge that until I have received the Business Tax Receipt, I will not conduct any business at the location.

I understand this Business Tax Receipt, upon receipt, is valid through September 30th, and must be renewed annually prior to each October 1st.

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 Commercial Occupations, and hereby state that I understand the information contained therein and will comply with these restrictions and with all Satellite Beach City Codes, LDR Chapter 30-601 through 30-606 (OCCUPATIONS) of the Satellite Beach City Code denotes restrictions related to the operation of a business from a place of residence.

Applicant Signature: _____ **Printed Name:** _____
Date: _____

OFFICE USE ONLY

Department Approvals:

License #: BTR - _____

Building & Zoning: _____ **Date:** _____

Comments: _____

Fire Department: _____ **Date:** _____

Comments: _____

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: _____

SATELLITE BEACH POLICE
Emergency Contact Information

Business Name: _____

Business Address: _____
(Address) (City) (State) (Zip Code)

Mailing Address: _____
☐ select if same (Address) (City) (State) (Zip Code)

Business Phone: _____ Home Phone: _____

Emergency Phone: _____

Burglary Alarm: ☐ Yes ☐ No

Fire Alarm: ☐ Yes ☐ No

Alarm Service Provider: _____ Phone Number: _____

Please provide contact information for 3 people that are key holders of the property, in the event of any after business hours emergencies or discrepancies. List them in the order they should be contacted. Notify the Satellite Beach Police Department at (321) 773-4400 if the emergency contact list changes.

1. Name: _____	Home Phone: _____
First Contact	Cell Phone: _____
2. Name: _____	Home Phone: _____
Second Contact	Cell Phone: _____
3. Name: _____	Home Phone: _____
Third Contact	Cell Phone: _____

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)

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

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

**City of Satellite Beach
Fire Department
1390 South Patrick Drive
Satellite Beach, FL 32937-4380
Phone: (321) 773-4405
Fax: (321)-773-8199**

Dear Owner/Occupant:

The City of Satellite Beach, by ordinance, provides that all businesses except those in single family homes will receive an annual fire and life safety inspection. Furthermore, since the service provided is user based, a fee structure has been established and is permitted by state law for these inspections. The Satellite Beach Fire Department conducts and performs this inspection service. All inspectors are licensed by the State of Florida and are fully trained to perform the duties of the inspection. The Fire Department has established a goal that each business is inspected no sooner than the previous year's inspection, nor will the inspection be greater than 13 months from the previous inspection. In other words, if your business is inspected on October 1, 2020, you will not incur another fee based inspection until after October 1, 2021 or within one month thereafter. However, since life and fire safety is priorities surrounding an inspection, we may conduct another inspection during the 12 months, yet no fees will be charged.

The purpose of this inspection is to identify any and all code violations that may impact the fire and life safety for you, your employees, your customers, and your business. The codes enforced are for the most part very clear. In some instances the code may provide the authority to deviate from what is written when it is in the best interest of fire and life safety.

During the year you may make changes to your business that may impact the areas we address during the inspection. This may be making structural changes to walls, corridors, doors; electrical changes to enhance or improve your operation, etc. These alterations may require the issuance of a building permit. Specifically, the ordinance states that "a permit is required for the alteration of the exterior of structures as well as alteration or replacement of interior bearing walls, electrical systems, swimming pools, sidewalks, driveways, docks, walls, fences, signs, fallout shelters, air conditioning systems, roofs, and any other construction before work is done". This is done so that we may review the plans you have before the actual work begins. We will identify the areas that may need to be changed because they do not comply with codes. On the other hand however, should you make changes to your facility without a permit and proper plan review, and we find during our inspection those changes impact fire or life safety, you may be required to adjust the renovation to the point that it will meet code requirements. This obviously could prove to be a costly project in the long run.

Remember, we are here to help you the best way we can. Should you have any questions concerning this or any other matter, please feel free to contact me.

Sincerely,

David P. Abernathy
Fire Marshal

NOTICE OF THE PUBLIC ACCESS REQUIREMENTS FOR INDIVIDUALS WITH DISABILITIES

This Notice provides you with important information regarding your obligations under the Americans with Disabilities Act ("ADA"), 42 U.S.C. § 12181 et. seq. This Notice does not completely describe the requirements of the ADA and must not be relied upon as legal advice. This Notice is intended to make you aware of the existence of the ADA, inform you of possible penalties for your failure to comply and provide you with sources you can contact if you need additional information.

It is your responsibility to learn the requirements of the ADA and fully comply with its provisions. Your failure to do so may result in penalties including liability for damages, attorney's fees and costs and significant civil money penalties.

The American with Disabilities Act of 1990 is a Federal civil rights law that provides important legal rights to some 50 million Americans with disabilities. Title III of the ADA was enacted to eliminate the obstacles faced by persons with disabilities in obtaining the full and equal enjoyment of the goods and services provided by America's businesses. Title III of the ADA became effective on January 26, 1992.

Title III of the ADA applies to *places of public accommodation and commercial facilities*. **It is your responsibility to seek additional information and determine whether the law applies to your business.** However, if you own, lease, lease to operate a business that invites the public into a facility to do business, then your establishment probably is subject to Title III of the ADA. Examples of *public accommodations* include, but are not limited to, hotels, motels, restaurants, bars, theatres, stadiums, auditoriums, bakeries, grocery stores, shopping centers, banks, shoe shops, dry cleaners, professional offices, gas stations, libraries, museums, parks, schools, gyms and most other business establishments that invite the public in to do business.

DISCRIMINATION PROHIBITED

The ADA prohibits places of public accommodation from discriminating against an individual with a disability. It is unlawful to deny participation to, or provide a separate or unequal benefit to an individual or class of individuals on the basis of their disabilities. Goods, services, facilities, privileges, advantages and accommodations must be provided in the most integrated setting possible.

For example, it is unlawful for a place of public accommodation or commercial facility to: 1) Impose or apply eligibility criteria that screen out individuals with disabilities from full participation in and equal enjoyment of any goods, services, facilities, privileges, advantages and accommodations; 2) Fail to make reasonable modifications in policies, practices or procedures with such modifications are necessary to afford persons with disabilities equal access; 3) Fail to provide auxiliary aids and services to prevent individuals with disabilities from being segregated or denied equal participation or access; 4) Fail to remove architectural and communication barriers that are structural in nature in existing facilities.

This is not a complete list of prohibited activities. It is your responsibility to familiarize yourself with the requirements of the law and fully comply with its provisions.

EXAMPLES OF BARRIER REMOVAL

Structural barriers in your place of business may deny equal access to persons with disabilities and violate the ADA. All public accommodations must remove architectural barriers in existing facilities, including communication barriers that are structural in nature, where such removal is readily achievable. Some examples of steps you may be required to take to remove barriers to equal access by persons with disabilities include, but are not limited to, the following 1) Installing ramps; 2) Making curb cuts in sidewalks and entrances; 3) Repositioning shelves; 4) Rearranging tables, chairs, display racks, vending machines and other furniture; 5) Repositioning telephones; 6) Installing visual alarms; 7) Widening doors; 8) Installing accessible door hardware; 9) Installing grab bars in toilet stalls; 10) Rearranging toilet partitions to increase maneuvering space; 11) Insulating lavatory pipes to prevent burns; 12) Creating designated accessible parking spaces; and 13) Removing high pile, low density carpeting.

This is not exhaustive. It is your responsibility to familiarize yourself with the requirements of Title III of the ADA. Title III requires that you inspect your establishment and remove barriers to equal access in compliance with the applicable regulations located at 28 CFR Part 36. Your failure to comply with the ADA may result in penalties including damages, attorney's fees and costs and significant civil money penalties.

The State of Florida enacted the Florida Americans with Disabilities Accessibility Implementation Act, Sections 553.501-.513, Florida Statutes. The purpose of the Act is to incorporate into the laws of the State of Florida the accessibility requirements of the ADA, while at the same time maintaining those provisions of Florida law that are more stringent than the ADA.

Construction, alterations and barrier removal performed in the State of Florida must comply with the ADA and the Florida Accessibility Code for Building Construction.

SOURCES OF ADDITIONAL INFORMATION

You may obtain additional information about specific requirements of the ADA from the following agencies:

Governor's Commission on Disabilities (850) 487-3423 (Voice)
4030 Esplanade Way Suite 315 K (850) 410-0684 (TTY)
Tallahassee, FL 32399-0950

U.S. Department of Justice (800) 514-0301 (Voice)
Disability Rights Section (800) 514-0383 (TTY)
Civil Rights Division www.usdoj.gov/crt/ada/adahom1.htm
PO Box 66738
Washington, DC 20035-6738

CENTERS FOR INDEPENDENT LIVING

Cocoa Beach	(407) 784-9008	Pensacola	(850) 484-5444
Miami	(305) 379-6650	Sarasota	(800) 299-0297
Ft. Myers	(941) 277-1547	St. Petersburg	(727) 577-0065
Gainesville	(352) 378-7474	Tampa	(813) 975-6560
Jacksonville	(904) 399-8484	Tallahassee	(850) 575-9627