



## **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.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](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 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 30<sup>th</sup>** of every year you must renew by 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 -\$20.00  
65 and older- Free



**Brevard County Licensing Regulation and Enforcement**

The list of Trades below requires 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 requires 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 Location Address: \_\_\_\_\_  
*(Address) (City) (State) (Zip Code)*

Mailing Address:  select if the mailing address is the same as the business location address  
\_\_\_\_\_  
*(Address) (City) (State) (Zip Code)*

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Burglary Alarm?:  Yes  No

Fire Alarm?:  Yes  No

Alarm Service Provider: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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**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: \_\_\_\_\_  
**First Contact**

**Home Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

2. Name: \_\_\_\_\_  
**Second Contact**

**Home Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

3. Name: \_\_\_\_\_  
**Third Contact**

**Home Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

### 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: \_\_\_\_\_

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: \_\_\_\_\_



**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

**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



**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 buildings except 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, 2017, you will not incur another fee based inspection until after October 1, 2018 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  
 PO Box 66738  
 Washington, DC 20035-6738  
[www.usdoj.gov/crt/ada/adahom1.htm](http://www.usdoj.gov/crt/ada/adahom1.htm)

**CENTERS FOR INDEPENDENT LIVING**

- Cocoa Beach (407) 784-9008
- Ft. Myers (941) 277-1547
- Gainesville (352) 378-7474
- Jacksonville (904) 399-8484
- Miami (305) 379-6650
- Pensacola (850) 484-5444
- Sarasota (800) 299-0297
- St. Petersburg (727) 577-0065
- Tampa (813) 975-6560
- Tallahassee (850) 575-9627
- West Palm Beach (561) 966-4288
- Winter Park (407) 623-1070