



**\*APPLICATION FEE: \$25.00**

(Non-Refundable)

**\*Receipt fees based on classification**

(Starting at \$105.00)

# COMMERCIAL BUSINESS TAX RECEIPT APPLICATION

321-952-3419 • 120 Malabar Road SE • Palm Bay, FL 32907-3009  
www.palmbayflorida.org • Fax: 321-733-3014 • biztax@pbfl.org

Please complete (print or type) the attached application. All blocks must be completed or have "N/A" (not applicable) written in.

The Police and Fire Departments require three (3) emergency contacts, in the event of a fire or burglary and you are not available.

If you are licensed in any way by the State of Florida or certified by Brevard County, a copy must be attached to the form when it is turned in.

Be aware all businesses possessing certain machines or appliances (such as vending machines, cigarette machines, gas pumps, juke boxes, and game machines), whether in the employee's lounge or available to the general public, must be included on the application.

Please note that incomplete applications will not be processed until all requested information is provided. Failure to provide the requested information will result in additional time necessary to process your application.

**The application fee and receipt fee are required in order to process your application. The receipt fee will not be refunded once your application is submitted for processing unless the application is denied.**

**Allow 10-14 working days to receive your Business Tax Receipt in the mail.**

When you receive your receipt from the City of Palm Bay, please be sure to contact the Brevard County Tax Collector's Office, at 321-952-6325, to obtain information on your Brevard County Business Tax Receipt. You may not obtain the County Business Tax Receipt without first providing them with your City of Palm Bay Business Tax Receipt.

## **- Important Disclosure -**

**Social Security and/or Tax Id Numbers:** are collected for the purpose of conducting a business.

## **- APPLICATION FOR COMMERCIAL BUSINESS TAX RECEIPT -**

We would like to welcome you and your business to Palm Bay. As part of obtaining a Business Tax Receipt, a fire safety inspection is required by the Fire Department before you operate your business, even if your business is the same/similar as the previous occupant. A fire inspector will be contacting you to schedule an appointment for an inspection as quickly as possible, after you submit your application.

**To assist you in obtaining your Receipt, the following is a list of the most common fire code deficiencies noted by our fire inspectors:**

1. The existing business location you have chosen may necessitate a change of occupancy. Just because there was a business in this location prior to your business there may be a different occupancy classification code for your business. **If you have any doubts, come and meet with the Fire Inspection and Building Department personnel before you do anything else!!**
2. **Any vacant commercial unit that was for a different use**, could possibly necessitate code required building modifications. In some cases a different occupancy classification could cause some significant Life Safety or Building code requirements.
3. **Address or unit number(s) not posted on the building.** The address must be conspicuously posted on the building; requirements are only three (3) inches high and three quarters (3/4) inch in width. We recommend six (6) inch high numbers.
4. **Fire extinguisher(s) not provided, or improper rating.** The minimum size and type of fire extinguisher required is a 2A;10bc dry chemical fire extinguisher. Specialty type extinguisher(s) may be required, depending upon the hazard of the contents of the business.
5. **Circuit breakers not labeled and electrical panel boxes not accessible.** All circuit breakers must be labeled to indicate what each circuit controls and a minimum of three (3) feet clearance must be provided in front of the panel.
6. **Extension cords being used in place of permanent wiring.** Only UL surge suppressors are permitted.

**It is against City ordinance to operate your business without a Business Tax Receipt. Under no circumstances should a business operate without having a Business Tax Receipt in their possession. It is important to have your business set up and any of the above listed items corrected prior to the inspector's arrival.** If any deficiencies are found, the fire inspector will work with you to correct these items. Sometimes code deficiency items are noted for items that may have been beyond the control of the previous inspection personnel and your cooperation is appreciated. The Inspections Bureau is interested in maintaining a fire safe environment for the business owners and customers. If we can be of assistance, please do not hesitate to contact us at 321-953-8929 between 8:00 am – 4:30 pm. **\*\*A fire inspection fee will be assessed. \*\***

**We wish you the best success in your new endeavor!**

## **Notice to Business Owners Regarding Sexual Offenders**

The CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, adopted Ordinance 2005-76

on November 17, 2005. The ordinance provides, in pertinent part, as follows:

It is unlawful for any business owner, manager, supervisor or employer to allow, direct, dispatch, or instruct a known sexual predator and/or sexual offender to enter into or upon any residence, including the curtilage thereof, any designated private or public school facilities or grounds, including school bus stops, or any day-care center, library, after-care center, park, playground, hospital, hospice facility, nursing home, adult day care center, dwelling, domicile, or other place where children or vulnerable adults may reside or regularly congregate, to make deliveries or perform work. The ordinance places the responsibility on business owners, managers, supervisors or employers (hereafter "Employer") to determine whether their employees are sexual predators or sexual offenders. Failure to make such determination can result in both a criminal conviction for violating the ordinance and the loss of the Business Tax Receipt. You are therefore required to determine if your employees, current and prospective, are sexual offenders or sexual predators and to prevent them from entering into the properties defined in the ordinance.

A complete copy of Ordinance 2005-76 has been obtained from the Office of the City Clerk which is located at 120 Malabar Rd SE, Palm Bay, FL 32907.



**Facts, Oils, and Grease Program**  
250 Osmosis Drive SE • Palm Bay, FL 32909  
Phone: 321-952-3410 • Fax: 321-674-1852  
fog@pbfl.org • www.pbud.org

## **NOTICE TO BUSINESSES**

THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, adopted Ordinance 2013-15 on February 21, 2013. The ordinance provided revisions to the previous Sewer Use Ordinance and also established guidelines for the monitoring and regulation of fats, oils, and grease discharged into the City's wastewater collection system. Your business may be subject to the requirements set forth in this Ordinance. See excerpt below:

### **Section 201.240**

### **GREASE, OIL, AND GROSS PARTICLE SEPARATORS INTERCEPTOR REGULATIONS.**

#### **(A) User Discharge Permit Required.**

- (1) All Food Service Establishments (FSE), whether new or existing, shall be required to obtain a user's discharge permit from the City.
- (2) All industries requiring Gross Particle Separators, whether new or existing, shall be required to obtain a user discharge permit from the City.
- (3) All user discharge permit required establishments that change ownership must apply for a new user discharge permit within thirty (30) days of the change in ownership.

You will need to apply for a permit if your business:

- Serves food,
- Operates a three compartment sink,
- Uses an oil and water separator, or
- Utilizes a sediment and water separator.

On-line permits can be found on the Palm Bay Utilities Department's web page [www.pbud.org]

You may complete and submit applications online, or you may print the application and mail it to the above address. If you need assistance with the permit application please contact our office.

A copy of Ordinance 2013-15 in its entirety may be obtained from the Office of the City Clerk located in City Hall at 120 Malabar Road, SE, Palm Bay, FL 32907

For additional information, please contact Palm Bay Utilities Department's FOG Inspector at 321-952-3400 ext. 7354 or via email at fog@pbfl.org.

## **Notice to Commercial Businesses Vehicles for Hire**

### **Definition of Vehicle for Hire:**

Any motor vehicle as defined in Section 320.01(1)(a), Florida Statute, that may be hired for the purpose of conveying passengers at a rate of fare permitted by law.

The markings on the vehicle for hire must include the name of the entity registered with the Florida Secretary of State. A copy of the type of business containing the Officers, Board of Directors, and the person who is authorized to bind the entity, is to be submitted along with the application.

The minimum Insurance Requirement for a single Vehicle for Hire\* is as follows:

- Bodily Injury Liability (BIL) - \$125,000 per person  
- \$250,000 per occurrence
- Property Damage Liability (PDL) - \$50,000

\*A business that has more than one driver/one vehicle would require commercial insurance and those limits would be in line with the type of conveyance used.

The Insurance Policy Number and Expiration Date must be submitted along with the application.

A copy of the Business Tax receipt shall be carried in the vehicle at all times.

A copy of the Business Tax Receipt application will be forwarded to the Palm Bay Police Department.

## **CHECKLIST**

- Completed/signed application
- Photo ID
- Form of Payment (check, money order, cash, credit card)
- Bill of Sale, if applicable
- Articles of Incorporation, if applicable
- Fictitious Name document, if applicable
- State License, if applicable (i.e. Department of Professional Regulation, Florida Department of Agriculture and Consumer Services, ACHA)
- Brevard County Competency Card, if applicable

## **Helpful Contact Information**

- Sunbiz.org- used for filing Fictitious Name or Incorporation in State of Florida
- Department of Professional Regulation- [www.myflorida.com](http://www.myflorida.com) or 850-487-1395
- Florida Department of Agriculture and Consumer Services- [www.freshfromflorida.com](http://www.freshfromflorida.com) or 800-435-7352
- Division of Hotels and Restaurants [www.myfloridalicense.com](http://www.myfloridalicense.com) or 850-487-1395
- Agency for Healthcare Administration (ACHA) [www.ahca.myflorida.com](http://www.ahca.myflorida.com)
- Department of Alcohol, Tobacco and Firearms [www.atf.gov](http://www.atf.gov)
- Brevard County Certificate of Competency [contractorlicensing@brevardcounty.us](mailto:contractorlicensing@brevardcounty.us) or 321-633-2058



Welcome to the City of Palm Bay!

The City of Palm Bay and the Palm Bay Police False Alarm Reduction Unit would like to extend a warm welcome to you as a new business owner in the City of Palm Bay and sincerely hope that your undertaking is extremely successful.

The Palm Bay City Council adopted Alarm Ordinance, Chapter 117, in October, 2000, that requires all alarm-users operating an alarm system obtain a permit issued by the Alarm Administrator. The duration of the permit shall be one year from the date the initial permit is issued. The permit is renewed annually.

Attached to this letter you will find a City of Palm Bay Alarm User Permit/Registration form.

Please complete the form and return it along with a check or money order in the amount of twenty dollars (\$20) made payable to the City of Palm Bay to the following address:

False Alarm Reduction Unit  
120 Malabar Rd., SE  
Palm Bay, FL 32907

Your Alarm User registration will be sent to you through the U.S. mail. It is the responsibility of the alarm owner/operator to contact its alarm monitoring company with their permit/registration number as it must be provided to police dispatch by the monitoring company when they request for police response to alarm activation.

If you have any questions or need more information, feel free to contact 321-953-8984 or 321-952-3400 extension 1048 or email: [pbalarms@pbfl.org](mailto:pbalarms@pbfl.org)

Sincerely,

False Alarm Reduction Unit  
City of Palm Bay

## **Instructions for Completion of Alarm User Permit/Registration Form**

**Section A** – To be completed by *Residential* alarm users only

**Alarm User Name:** First and last name of the residential alarm user. List both spouses, if applicable.

**Alarm Location:** Complete street address, including directional prefixes, where the alarm is located. Indicate the home, work and cell numbers of the alarm user, as well as one email address where the alarm user can receive correspondence. If no email address is available, leave blank.

**Section B** – To be completed by both *Residential* and *Commercial* alarm users.

**Section C** - To be completed by *Commercial* alarm users only.

**First Line:** Indicate the full legal corporate name of the business. If the business is a sole proprietorship or partnership, list the name of the owner or one partner.

**Second Line:** List any trade names used by the business if different from the corporation name, owner or partner's name.

**Alarm Location:** Complete street address, including directional prefixes, where the alarm is located. Indicate the business phone number at the alarmed location.

**Owner or President:** List the first and last name of the president, owner or person responsible on a corporate level for the alarm system at the alarm address. Indicate the home, work and cell numbers of the business owner, president or partner, as well as one email address where this person can receive correspondence. If no email address is available, leave blank.

**Local Manager:** List the first and last name, home, work and cell numbers and email address for the local manager at the alarm site.

**Section D** – To be completed by both *Residential* and *Commercial* alarm users

**Mailing Address:** Indicate separate mailing address if different from the alarm location.



# Instructions for Completion of Alarm User Permit/Registration Form

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**Section E** – To be completed by both *Residential* and *Commercial* alarm users

**Contact Information:** Contacts are persons, who should be contacted in the event of an alarm, and who are willing and have agreed to receive notification of an alarm activation at any time, respond to the alarm site within (*specify time limit*), grant access to the alarm site and deactivate the alarm system if such becomes necessary. Two separate contact persons are required. Provide home, work and cell numbers, as well as email addresses of contacts.

**Section F** – To be completed by both *Residential* and *Commercial* alarm users

**Alarm Install/Service Company:** List the name of the company that either installed or services your alarm system. Include the alarm company's license number, contact person and the best phone number at which to reach this individual. Check your contract or contact your alarm company for the information.

**Section G** – To be completed by both *Residential* and *Commercial* alarm users

**Alarm Monitoring Company:** List the name, license number, contact person and phone number of the company that monitors your alarm system and requests public safety dispatch on your behalf. If same as install or service company, leave blank.

**Section H** – To be completed by both *Residential* and *Commercial* alarm users

**Special Conditions:** Indicate any unusual circumstances that should be considered when responding to an alarm at the permitted alarm address such as: handicapped person(s), guard dog on site, hazardous conditions/materials, security personnel, weapons, directions to alarm site, etc.

**Signature Line:** *A responsible residential alarm user or the president, owner, partner or local manager of a commercial alarm user must sign this form.*



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biztax@pbfl.org • [www.palmbayflorida.org](http://www.palmbayflorida.org)

## **BUSINESS TAX RECEIPTS - SCHEDULE OF FEES**

**In July** of each year, annual renewal notices will be sent to each business holding a current City of Palm Bay Business Tax Receipt. Failure to receive notice will not be considered a justifiable defense for nonpayment of the annual receipt fee or late payment fee.

Business Tax Receipts must be renewed before October 1st of each year.

### **Late Payment Fees**

Receipts not renewed by October 1st are delinquent and are subject to the following penalty schedule:

DATE RENEWED	TOTAL COST
Oct 1 - Oct 31	Annual Receipt Fee + 10%
Nov 1 - Nov 30	Annual Receipt Fee + 15%
Dec 1 - Dec 31	Annual Receipt Fee + 20%
Jan 1 - Sep 30	Annual Receipt Fee + 25%

### **Half Year Fee**

For each receipt obtained by a new business between April 1st and September 14th of any year, one-half (1/2) of the fee for one (1) year shall be paid. A new business obtaining a receipt between September 15th and September 30th may operate under the authority of its 'next year' (October 1 –September 30) receipt.

### **Transfer Fee**

Transfers of Business Tax Receipts are accepted for a new ownership (with proof of sale) or change of business location (within city limits of Palm Bay) with a transfer fee payment of ten percent (10%) of the annual business tax, but no more than twenty-five dollars (\$25.00), whichever is less.

### **Duplicate Receipt Fee**

A current receipt may be duplicated in the event of loss, theft, or defacement with a payment of ten percent (10%) of the annual business tax, but no more than twenty-five dollars (\$25.00), whichever is less.

### **Refund of Fees**

No portion of any fee will be refunded, except if the fee is collected in error. No refunds will be made after the expiration of the receipt year for which it was issued.