



***Administrative Fee: \$25.00**
(Non-Refundable)

***Business Tax Receipt fees**
based on classification
(Starting at \$105.00)

COMMERCIAL BUSINESS TAX RECEIPT APPLICATION

(321) 952-3419 • 120 Malabar Rd SE • Palm Bay, FL 32907-3009
www.palmbayfl.gov • biztax@palmbayfl.gov

The Police and Fire Departments require three (3) supplemental/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 uploaded with your application.

Be aware all businesses possessing certain machines or appliances (such as vending machines, cigarette machines, gas pumps, juke boxes, and/or 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 administrative fee and BTR fee are required to issue your Business Tax Receipt.

Please allow 10-14 business days to for your Business Tax Receipt to be issued.

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) 264-6969 & (321) 633-2199, 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.

- 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 (BTR), a fire safety inspection is required by the Fire Department before you operate your business, even if the nature of 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. A fire inspection fee, separate from the BTR fee, will be invoiced at the time of the fire safety inspection by the Fire Department.

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, please reach out to Fire Inspection and Building Department staff directly before moving forward!!**
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.



Fats, Oils, and Grease Program
250 Osmosis Drive SE • Palm Bay, FL 32909
Phone: 321-952-3410 • Fax: 321-674-1852
fog@palmbayfl.gov • www.palmbayfl.gov

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.gov]

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@palmbayfl.gov

CHECKLIST

- Completed Business Registration and Business Application through the iMS portal. – www.palmbayfl.gov (See BTR Webpage)
- Photo ID
- Articles of Incorporation and/or Fictitious Name Registration, if applicable
- Form of Payment (check, money order, credit/debit card)
- State License, if applicable (i.e. Department of Business & Professional Regulation, Florida Department of Agriculture and Consumer Services, ACHA, etc.)
- Brevard County Competency Card, if applicable
- Commercial Change of Use Permit Application, if applicable (may be required by the Building Dept.)

Helpful Contact Information

- Commercial Change of Use Permit Application – www.palmbayfl.gov (See BTR Webpage)
- Sunbiz.org - used for filing Fictitious Name or Incorporation in State of Florida
- Department of Business & Professional Regulation - www.myflorida.com or (850) 487-1395
- Florida Department of Agriculture and Consumer Services - www.freshfromflorida.com or (800) 435-7352
- Division of Hotels and Restaurants www.myfloridalicense.com or (850) 487-1395
- Agency for Healthcare Administration (AHCA) - www.ahca.myflorida.com
- Department of Alcohol, Tobacco and Firearms - www.atf.gov
- Brevard County Certificate of Competency - contractorlicensing@brevardcounty.us or (321) 633-2058



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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 to avoid penalties.

Late Payment Fees

Receipts not renewed by October 1st are considered delinquent and are subject to the following penalty fees listed in the schedule below, per City Ordinance § 110.22:

DATE RENEWED	TOTAL COST
Oct 1 - Oct 31	BTR Fee + 10% Penalty Fee
Nov 1 - Nov 30	BTR Fee + 15% Penalty Fee
Dec 1 - Dec 31	BTR Fee + 20% Penalty Fee
Jan 1 - Sept 30	BTR Fee + 25% Penalty Fee

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.

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.