

INSTRUCTIONS & INFORMATION

(City Limits)

ATTENTION

Your application for Brevard County Business Tax Receipt cannot be processed until the requirements have been met and proof submitted with application. Original copies may be presented for verification when applying in person. Photocopies should be used when submitting by mail.

Instructions:

1. Complete the Business Tax Receipt application. For questions concerning this form, contact the Tax Collector's Office at 321-264-6910 or 321-633-2199 ext 46910.
2. Provide a copy of your current City Tax Receipt reflecting the current business location and type of business that is being conducted at that location. Contact your City Clerk for information on the city receipt.
3. If using a business name, provide a copy of the fictitious name registration and/or Corporation receipt from Florida Secretary of State.
4. Other documents may be required depending on the type/nature of business you are conducting i.e. State of Florida Certification, certificate of competency, Florida Dept of Agricultural and consumer Service certification, auto dealer's license, etc.
5. The applicable Business Tax amount is \$37.00. Please submit this amount with your application and other required documents.
6. There may be an additional Hazardous Waste Surcharge due depending on the type of business you are conducting. The Hazardous Waste surcharge is \$40.00 for the 2010-2011 Business Tax year; however it does change each tax year per ordinance. The Tax Collector's Office will notify you if an additional surcharge is required or contact our office at 321-264-6910 to verify if a hazardous waste fee is required for your type of business.
7. Proof of personal identification is required.

Requirements (a copy of one or more of these requirements may need to be submitted depending on the business name and the nature of the business):

- Fictitious name registration and/or Corporation receipt from Florida Secretary of State. **(850) 488-9000**
www.sunbiz.org
- Certificate of Competency or State of Florida Certification [Contractors]. **County: 321 633-2058 State: 850-487-1395**
- State of Florida Certificate or Registration as subject to: Dept of Business and Professional Regulation or other Regulatory Boards. i.e., Florida Bar, State Dept of Health, Secretary of State, etc.
- Certificate(s) from Hotel & Restaurant Commission. **850-487-1395** (State of Florida Dept. of Business Regulation)
- Florida Dept of Agriculture & Consumer Services **800-435-7352**
- Auto Dealer's License [FL Dept of Highway Safety & Motor Vehicles] **321-383-2748**
- Second Hand Dealer License **321-504-0950 [Dept. of Revenue]** Notify Brevard County Sheriff Pawn Compliance: 321-617-7306

Mail to: Brevard County Tax Collector
PO Box 2500
Titusville FL 32781-2500

