

INSTRUCTIONS & INFORMATION

(Commercial Unincorporated)

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 and Zoning Use permit applications. For questions concerning these forms, contact the Tax Collector's Office at 321-264-6910 or 321-633-2199 ext. 46910. For questions pertaining to the Zoning section, contact Brevard County Zoning at 321-633-2070.
2. Provide a completed owner authorization form, current lease, or proof of ownership for the business property
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. Any application for a Business Tax Receipt located in an industrial or commercial area in the unincorporated area of Brevard County will be subject to a Building Occupancy Review. ADDITIONAL FEES MAY BE NECESSARY FOR THE REVIEW. For more information, please contact Brevard County Building Code at 321-633-2072.
6. Complete the Building Occupancy Septic Review form. For questions concerning this form, contact the Brevard County Health Dept. for Environmental Health Services at 321-633-2100.
7. A Zoning Use Affidavit shall be required if you are applying for any medical type of business. Please submit this affidavit with your applications.
8. There may be an additional Hazardous Waste Surcharge due depending on the type of business you are conducting. The Hazardous Waste surcharge is \$50.00. The Tax Collector's Office will notify you if an additional surcharge is required or contact our office at 321-264-6910 or 321-633-2199 ext. 46910 to verify if a hazardous waste fee is required for your type of business.
9. **Please do not submit amount due with your application.** Once your application has been approved, you will be contacted and given the total amount due. If any further information or review is needed you will be contacted by the specific department for which the information is required.
10. A Zoning Use Affidavit shall be required if you are applying for any gaming, arcades, computer services, internet cafe, gambling type of business. Please submit this affidavit with your applications. (Notary Required)
11. If you are applying fertilizer to turf/or landscape plants in the course of a commercial business (ex. Landscaping, yard care, etc.), you are required to provide a copy of a DOACS Certification issued by The Bureau of Entomology and Pest Control at 850-617-7997. If fertilizer is being applied to turf/or landscape plants to a business property by an employee of the business (ex. cemeteries, power plants, hotel/motel, schools, etc.), you are required to provide a copy of a Certificate of Training Best Management Practices by Florida Green Industries at 352-273-4517.
12. 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 **321-757-7070 [Dept. of Revenue]** Notify Brevard County Sheriff Pawn Compliance: **321-617-7306**

Mail to: Brevard County Tax Collector
P.O. Box 2500
Titusville, FL 32781-2500

To Apply In Person: Brevard County Tax Collector
400 South Street, 6th Floor
Titusville, FL 32780

