



120 Malabar Road, S.E.

Palm Bay, FL 32907-3009

(321)-952-3419 <http://www.palmbayflorida.org>

Fax: (321) 733-3055

***APPLICATION FEE: \$25.00**
(Non-Refundable)

***Receipt fees based on classification**
(starting at \$105.00)

HOME BUSINESS TAX RECEIPT APPLICATION

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

The Police and Fire Department require an emergency contact, in the event of a fire or burglary and you are not available. The Planning Department requires the "Legal Description " for Zoning clearance.

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.

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 take it to the Brevard County Tax Office, located at 450 Cogan Drive SE, in Palm Bay, to obtain your Brevard County Business Tax Receipt. You may not obtain the County Business Tax Receipt without first providing them 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.



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**CITY OF PALM BAY
HOME BUSINESS TAX**

Chapter 185.125 (A). In a residentially zoned district, a home business tax receipt may be issued when the home is used only as a location for a business telephone, an address for business correspondence, and a storage place for a business records in conjunction with a principal residential use. A home business tax receipt does not permit or authorize the following:

- (1) Employees, other than members of the immediate family, residing on the premises in the conduct of the home occupation;
- (2) Walk-in or drive-in businesses to the residence;
- (3) Deliveries of the business-related products for sale or distribution to the licensee;
- (4) Any off-site advertisement from any street;
- (5) No storage of goods;
- (6) A home occupation occupying an area greater than twenty-five percent (25%) of the first floor living areas of the residence;
- (7) Conducting a home occupation in an accessory building; such occupation must be conducted in the main residence of the proprietor.

Chapter 185.125 (B). Application for a home occupation shall be made in the same manner as provided for in Chapter 110.38, City of Palm Bay Code of Ordinances. However, the City Planner shall certify compliance with the requirements of this chapter after review of the following information submitted by the applicant:

- (1) Name and address of applicant;
- (2) Legal description of property where home occupation is to be conducted;
- (3) A sketch showing the floor plan and total first floor living area of the residence;
- (4) Area of room or rooms to be utilized in the conduct of the home occupation;
- (5) Nature and type of home occupation sought;

Any home business tax receipt may be revoked at any time it is determined that the home occupation is not being conducted in accordance with the criteria above.

NOTICE TO SEXUAL OFFENDERS

THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, adopted Ordinance 2005-76 on November 17, 2005. The ordinance makes it unlawful for any sexual predator 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, 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 defines "vulnerable adults" and a copy of the ordinance can be obtained from the City Clerk's office located at 120 Malabar Road, SE, Palm Bay, FL 32907.

Any person who violates the ordinance shall be guilty of a misdemeanor of the second degree punishable by a fine of \$500.00 and a term of imprisonment not exceeding sixty (60) days. A second or subsequent conviction is punishable, as a first degree misdemeanor, by a fine of \$1,000.00 and a term of imprisonment not exceeding one (1) year.

For additional information, please contact Neighborhood Policing Unit at Palm Bay Police Department at 321-952-3400 ext. 5697 or email npu@pbfl.org.

I certify that I have received a copy of this notice, and that I have read and understand its contents.

Signature

Printed Name

Date

**CITY OF PALM BAY
HOME BUSINESS TAX RECEIPT**

PLEASE PRINT OR TYPE

BUSINESS NAME _____

ADDRESS _____
ZIP CODE _____

MAILING ADDRESS _____
(If different from above) **Street or P.O. Box #, City, Zip Code**

TOTAL SQ. FT. OF HOUSE _____

MEASUREMENT OF ROOM USED AS "OFFICE" _____

DESCRIBE EXACTLY WHAT YOU DO IN THE HOME THAT IS RELATED TO YOUR OCCUPATION:

I, _____, certify that I have read and understand the City of Palm Bay's Home Business Tax Receipt requirements and I am in complete compliance of same.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING BUSINESS TAX RECEIPT APPLICATION AND THAT THE FACTS STATED IN IT ARE TRUE.

Applicant

FOR THE PROPERTY OWNER: I hereby swear I am the lawful owner of the said property. I understand that the above person (applicant) is seeking a business tax receipt at my property for the purpose of conducting the stated business and here by consent to the same. I covenant that all City of Palm Bay requirements for the property will be met. I agree to permit City Inspectors to make reasonable inspections of the property if necessary.

Date

Printed Name

Signature

Any Home Business Tax Receipt may be revoked at any time it is determined that the Home Business Tax is not being conducted in accordance with Chapter 185.125 (A). Palm Bay City Codes.



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BUSINESS TAX RECEIPTS

SCHEDULE OF FEES

Prior to August 1st of each year, annual renewal notices will be sent to each business holding a current City of Palm Bay Business Tax Receipts. 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.

<u>Date Renewed</u>	<u>Total Cost</u>
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 – Feb. 28	Annual Receipt Fee + 25%
Mar. 1 – Sep. 30	Annual Receipt Fee + 25%

Half Year Fee

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

Transfer Fee

A Receipt may be transferred upon surrender of the original receipt, and proof of sale of the business.

Cost: a) 10% of the annual receipt fee, or
b) \$25.00 (whichever is less)

Duplicate Receipt Fee

A current receipt may be duplicated in the event of lost, theft, or defacement.

Cost: a) 10% of the annual receipt fee, or
b) \$25.00 (whichever is less)

Refund of Fees

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



This form is to accompany the record/document upon which is written the social security number of the individual whose name is shown below. A copy of this form is to be provided to or retained by the individual.

**SOCIAL SECURITY NUMBER
Statement of Purpose**

Pursuant to Florida Statutes, Section 119.071(5)(a)2, the City of Palm Bay is required to provide to you in writing the purpose for collecting your social security number. It is being collected by the City for the following purpose/reason:

- Background Information/History
- Billing/Payments
- Business Occupation Verification
- Credit Screening
- Eligibility for Governmental Subsidy
- Identity Verification
- Benefit Processing
- Taxpayer Identification/Certification
- Training/Certification
- Vendor Verification
- Other: _____

ACKNOWLEDGEMENT:

I, _____, hereby acknowledge receipt of a
(Print Name)
copy of this document on _____, 200__.

Signature