

Business Tax Receipt Application

Required Support Documents and FAQs

- A Business Tax Receipt (formerly known as an Occupational License) is required for any business performing services or selling goods, advertising goods for sale, or advertising the performance of services for a fee. A separate Business Tax Receipt is required for each place of business.
- Please note that a Business Tax Receipt must be obtained BEFORE the business begins operation. If you operate a business prior to obtaining the Business Tax Receipt, you are subject to a penalty as provided by Town Code.
- All businesses must meet additional requirements, which include compliance with zoning codes and inspections through the Code Enforcement Division.

Application Process (*If applicable see Alarm Permit below)

- Contact Town Hall, Town of Indialantic to ensure the planned business location is within the incorporated limits of Indialantic. Town Hall can be reached at 321-723-2242.
- If you are a professional or in a business that requires a license from any division of the State, you must first obtain your State license before applying for your Town of Indialantic Business Tax Receipt.
- For commercial businesses, proof of garbage pickup is required. “Addendum to Business Tax Application” form must be completed. This form can be printed off our website. Business Tax Receipts will not be issued until Harris Sanitation has signed this Addendum.
- If a business uses any name other than the full legal name of the owner or a corporation uses a name other than its legal corporate name, a fictitious name (also referred to as a D/B/A) must be registered with the State. Forms and additional information are available from the *Florida Department of State, Fictitious Name Registration*, at 850-487-6058.
- Any entity that transacts business as a corporation is required to file documents of incorporation or authorization with the State Division of Corporations. Proof of active status must be submitted with your application for a Town of Indialantic Business Tax Receipt. Contact the *Florida Department of State, Division of Corporations*, at 850-488-9000.

***Alarm Permit**

- It shall be unlawful for any person subject to business tax receipt regulation to operate an alarm system in the town without a valid permit.
- A permit fee of ten dollars (\$10.00) per year shall be levied on each and every business alarm system installed and in use within the town and on every residence alarm system that is directly connected with the town communication system.
- All alarm permits will expire on the thirtieth day of September of each year and must be renewed not later than the first day of October of each year. Renewal permits for businesses will be issued at the same time that business tax receipts are issued.