

Required Support Documents and Frequently Asked Questions

Contact Town Hall at 321-723-2242, to ensure the planned business location is within the incorporated limits of Indialantic.

A Business Tax Receipt (B.T.R.) 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 B.T.R. is required for each place of business.

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 B.T.R.

A B.T.R. must be obtained *before* the business begins operation. If you operate a business prior to obtaining the B.T.R., you are subject to a penalty as provided by Town of Indialantic Code Section.

For commercial businesses, “Addendum to Business Tax Receipt Application” form must be completed.

All businesses must meet additional requirements, which include compliance with zoning codes, inspections through the Building Official/Code Enforcement Officer and Fire Department.

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 B.T.R. Contact the *Florida Department of State, Division of Corporations*, at 850-488-9000.

Basic Fire Inspection Guidelines

Possess a fire extinguisher from a certified fire extinguisher company. (Check the Yellow pages for a qualified company)

Must have emergency lighting and exit lights where needed.

Extension cords ARE NOT ALLOWED to be used under any circumstances.

Address must be posted according to Town of Indialantic’s Code of Ordinance, Chapter 13, Section 9.

Must have means of egress clear of all debris and obstacles per National Fire Protection Association Standards.

Electrical panel box must be marked in ink (not in pencil).

All bathrooms must be wired for smoke detector 110 volt.

GFCI on all outlets within six (6) feet of sinks, tubs and other open water area.

If you have any further questions, contact the Indialantic Fire Department at 321-723-0366.

TOWN OF INDIALANTIC
Brevard County, Florida 32903
APPLICATION FOR ALARM SYSTEM PERMIT

Name of Business _____

Address of Business _____

Daytime Contact Numbers _____

Name of the Alarm Company _____

Alarm Company Contact Number _____

Primary Contact Name _____

Contact Phone Numbers _____

Second Contact Name _____

Contact Phone Numbers _____

Applicant's Signature _____ Date _____

TOWN OF INDIALANTIC
Brevard County, Florida 32903
APPLICATION FOR BUSINESS TAX RECEIPT (B.T.R.)

TYPE OF APPLICATION (check one(s) that may apply) _____ *Applying for B.T.R. in existing business

_____ New Business _____ Transfer of Ownership _____ Name Change _____ Change of Location

APPLICANT NAME _____ DATE _____

BUSINESS NAME _____

* APPLYING INSIDE EXISTING BUSINESS NAME _____

BUSINESS ADDRESS _____

BUSINESS PHONE _____

BUSINESS EMAIL (optional) _____

STATE LICENSE NUMBER (attach copy of all applicable licenses) _____

EMERGENCY CONTACT _____ PHONE _____
(local only and must have a key for emergency access)

TYPE OF BUSINESS (describe in detail) _____

_____ OWN _____ RENT/LEASE PROPERTY OWNER _____

PROPERTY OWNER ADDRESS _____

CITY/STATE/ZIP _____ PHONE _____

BUSINESS ENTITY _____ INDIVIDUAL _____ *PARTNERSHIP _____ *CORPORATION
*(List all partners in partnership; if corporation, list corporate officers as follows: Chairman, President, Secretary, Treasurer)

DATE OF INCORPORATION (attach documentation of Incorporation) _____

CHAIRMAN ADDRESS/CITY/STATE/ZIP PHONE

PRESIDENT ADDRESS/CITY/STATE/ZIP PHONE

SECRETARY ADDRESS/CITY/STATE/ZIP PHONE

TREASURER ADDRESS/CITY/STATE/ZIP PHONE

ZONING OF BUSINESS _____ C _____ C-1 _____ C-2 _____ R-P _____ T _____ SC

Sec. 9-2. When business tax receipts sold and due; partial-year receipts; definitions; classification.

(a) The definitions set forth in Section 205.022, Florida Statutes, are hereby incorporated into this section and shall apply throughout this article. In addition, the term "tax year" means the period beginning October 1st of any calendar year and ending on the next succeeding September 30th.

(b) All business tax receipts required by this article shall be sold by the finance director beginning on August 1st of each year, are due and payable on or before September 30th of each year, and shall expire on September 30th of the succeeding year. If September 30th falls on a weekend or holiday, the tax is due and payable on or before the first working day following September 30th. No business tax receipt shall be issued for more than one year, and any receipt issued after October 1st of any tax year shall expire on September 30th of the tax year. Any receipt applied for after October 1st, but prior to April 1st, of any tax year shall be issued upon payment of the full rate for a one year receipt. Any receipt issued after April 1st of any tax year shall be issued at a rate equal to one-half (1/2) the amount of the annual business tax hereinafter prescribed.

Sec. 9-6. Delinquency penalty.

All existing receipts not renewed by October first of each year shall be considered delinquent and are subject to a delinquency penalty of ten percent (10%) for the month of October plus an additional five percent (5%) penalty for each month of delinquency thereafter until paid, provided that the total delinquency penalty shall not exceed twenty-five percent (25%) of the business tax fee.

Note: If you are going to do any construction work *of any type* to start this new business, you must obtain a building permit before any work is started. Failure to do so will result in a double fine.

Note: A separate application is required for permitted signs.

I hereby declare that I have read and understand all applicable sections of Chapter 17 of the Code of Ordinances, Town of Indialantic, Florida. *I also understand that I am not to commence operation of my business until a Business Tax Receipt has been issued.* I hereby declare the above statements to be true and correct to the best of my knowledge and belief.

Applicant Name (print) _____ Signature of Applicant _____

Home Address (Number/Street/City/State/Zip) _____

Home Phone _____ Cell Phone _____

Sec. 6-169. Permits required; fee; renewal.

(a) It shall be unlawful for any person subject to business tax regulation to operate an alarm system in the town without a valid permit, regardless of whether said operator is also the owner or merely the user of such alarm system in a rental or lease situation. Operation of an alarm system without a permit shall be grounds for a hearing before the code enforcement board.

(b) 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. If a business has one (1) or more alarm systems protecting two (2) or more separate structures having different addresses, a separate permit shall be required for each structure.

Alarm permits beginning October 1st of any calendar year and ending on the next succeeding September 30th.

_____ Yes, there is an alarm located inside the business that I am responsible for. (There is an additional form needed for permit)

_____ No, there is not an alarm located inside the business.

Signature of Applicant _____ Date _____

(TO BE SIGNED IN FRONT OF A NOTARY)

Identification produced _____

Notary Signature _____

Stamp

TOWN OF INDIALANTIC
Brevard County, Florida 32903
ADDENDUM TO BUSINESS TAX RECEIPT APPLICATION

Note: Business Tax Receipt will not be issued until a Waste Management representative has signed this addendum.

Contact Lisa Asselin, 321-409-6606 or fax completed form to 321-409-8267.

This addendum is the responsibility of the applicant, not the Town of Indialantic.

Name of Business _____

Name of Applicant _____

Address of Business _____

Contact Number _____ Fax Number _____

Sec. 8-5. Duty to use contract collector; fees.

(a) *Residential:* All residents or occupants of residential dwellings, houses and units in the town, wherever situated as to zoning, shall be required to have accumulations of garbage and trash removed and disposed of by the collector holding a contract or franchise agreement with the town, and for such service shall pay the collector such fees and charges as are agreed upon by the terms of the franchise agreement. Fees and charges for garbage and trash shall be chargeable on newly constructed residential units immediately upon occupancy or whenever the first garbage and trash collection is made by the contractor, whichever shall occur first.

(b) *Commercial:* All occupants of premises used for commercial purposes shall be required to have accumulations of garbage and trash removed and disposed of by the franchised collector and shall pay to him such fees and charges as are authorized for commercial collection in the franchise agreement with the town. Each occupant shall contract with the franchised collector and either provide a garbage container or utilize the dumpster that is provided for the building in which the occupant is located.

(c) *Evidence of accumulation:* The fact that any place of abode or any place of business is occupied shall be prima facie evidence that garbage or trash or both is being produced and accumulated upon such premises, and that charges and fees for the collection and disposal thereof are due the collector.

(d) *Construction and Demolition Debris:* The Collector shall have exclusive right to provide service for the collection of construction and demolition debris materials generated in the construction of buildings and structures or the clearing of land and preparation of sites for construction. (Code 1962, 16-29; Ord. 04-04, 2, 1-20-04; Ord. 09-12, 2, 6-16-09)

This is to verify that the above referenced business has complied with Town of Indialantic Code Section 8-5. Duty to use contract collector; fees, by obtaining commercial garbage and trash pick up effective.

Signature of Waste Management Representative _____