



TEL: 772.288.5319
FAX: 772.600.1280

LOCAL BUSINESS TAX RECEIPT REQUIREMENTS

*A Business Tax Receipt will **NOT** be issued without the following pertinent documentation:*

- Completed application
- Copy of the page of your Lease that contains the lesser, the lessee and the address of business location along with the signature page, or letter from your landlord / property manager
- Copy of Articles of Incorporation (All Non-Florida Corporations must be registered in Florida)
- Copy of your State of Florida Registered Fictitious Name
- Verification of Florida Sales Tax Number for Martin County documented with the correct address
- Federal ID Number documented with the correct business name / corporate name or Social Security Number
- Copy of Identification with your date of birth (*Driver's License, Passport or State ID*)
- Retail Merchants (ONLY) must submit an Affidavit of Inventory showing the average cost of goods carried
- Copy of State License / Registration or any Inspection Reports required for your business:
 - Copy of your Department of Business and Professional Regulation License - Doctor, Attorney, Architect, Contractor, Broker, Cosmetologist, etc. (*All Licensed Professionals*)
 - Copy of Health Department Certificate (Biomedical Waste, Bars/Lounges etc.)
 - Copy of approval from the Department of Agriculture or Division of Hotels and Restaurants.
 - Contractors must provide a copy of Contractor's License
 - Copy of your Liability Insurance, Vehicle Inspection and Driving Record for Taxi, Limo, etc.
 - Convenience business must provide a copy of a Security Inspection (Police Department,)
 - A signed copy of the Sound Ordinance 2315-2015, if the business has amplified sound.

(Continued)



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LOCAL BUSINESS TAX RECEIPT REQUIREMENTS

A Business Tax Receipt will NOT be issued without the following pertinent documentation:

TRANSFERRING A LOCAL BUSINESS TAX RECEIPT

To transfer a Local Business Tax Receipt from one location or owner in the City to another, you must *surrender your original Local Business Tax Receipt* and provide a copy of any documentation that is new, or that is required to be updated with the correct address since the original application submittal. Please note that any document that is not required to be updated will remain on file. *If the business is sold, then a bill of sale must also be submitted.* City Zoning, Building, Police and Fire Requirements must be met.

Fire and Zoning requirements must be met prior to the issuance of a Local Business Tax Receipt. A completed application must be submitted in order to schedule an inspection. Local Business Tax Receipts are not issued the same day. Applications must be submitted at least 10 working days prior to opening a business.

Note: If a building has been vacant for 180 days or more, then new Code Requirements (Landscaping, Parking & Building) will be implemented prior to issuance of a Receipt. *(Section 6.06.01 and 6.03.02C)*

All businesses must have a City and County Local Business Tax Receipt. Please be aware that if you fail to pay the tax and obtain a receipt, your business will be subject to being forcibly closed with additional fines and costs. *(Sec. 74-58, City Code)*

Local Business Taxes vary:

- An average Tax runs between \$70.00 - \$100.00.
- Restaurants, Cafes, Movie Theaters, etc., are based on the number of seats.
- Retail Merchants are based on store inventory (average cost of goods carried).
- Service / Repair and Manufacturing businesses are based on the number of employees performing service.

Transfer Fee: 10% of the Annual License Tax, minimum of \$3.00 to a maximum of \$25.00

Inspection Fees: Fire - \$100.00, Grease Trap - \$35.00.



HELPFUL PHONE NUMBERS

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BUSINESS TAX RECEIPT OFFICIAL	772-288-5319
GREASE TRAP & BACKFLOW INSPECTION	772-288-5333 (PUBLIC WORKS)
FEDERAL ID NUMBER	800-829-4933 IRS.GOV
DEPARTMENT OF REVENUE	772-429-2900 337 N US HIGHWAY 1, SUITE B, FT. PIERCE
ALCOHOLIC BEVERAGE LICENSE	772-468-3927 337 N US HIGHWAY 1, SUITE B, FT. PIERCE
FICTITIOUS NAME REGISTRATION	WWW.SUNBIZ.ORG 850-488-9000
DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION	850-487-1395 WWW.MYFLORIDALICENSE.COM
FLORIDA DEPARTMENT OF AGRICULTURE	800-HELP-FLA WWW.800HELPFLA.COM
MOTOR VEHICLE REPAIR LICENSE	800-435-7352
FLORIDA BOARD OF COSMETOLOGY	850-487-1395 WWW.MYFLORIDALICENSE.COM
MARTIN COUNTY HEALTH DEPT (BIOMEDICAL WASTE PERMIT, BARS & LOUNGES)	772-221-4090
MARTIN COUNTY LOCAL BUSINESS TAX RECEIPTS	772-463-6278 3485 SE WILLOUGHBY BLVD., STUART
CITY OF STUART FIRE INSPECTIONS	772-288-5353



City of Stuart Fire Rescue

Office of Fire Prevention
800 SE Martin Luther King, Jr. Boulevard
Stuart, FL 34994-2408
David Dyal, Fire Chief



fireprevention@ci.stuart.fl.us
www.cityofstuart.us

Telephone (772) 288-5360
Facsimile (772) 288-5371

LIFESAFETY INSPECTION GUIDE

The following information is provided to assist and to expedite the inspection process. While not intended to be all-inclusive, this guide addresses the most common violations found during inspections. The inspector will contact you once the application has been process and the inspection request is forwarded to him/her. Please contact 772-288-5360, ext 2 if you have any questions.

ALL BUSINESSES

Business Information Name
Phone Number
Address
Contact person

Building Numbers 6-inch on front, 4-inch on rear

Contrasting with background color

Electrical Panel(s) at least 36 inches of clearance, clearly labeled, with no voids

Wiring in conduit and connection in junction boxes

Cover plates on outlets, GFCI outlets where shock hazard exists

Exits Clear of obstructions

Doors unlocked to occupants during business hours

Number of exits varies by occupancy type- inspector will verify compliance

Fire Extinguishers At least on 5-lb ABC extinguisher every 3,000 sq ft with maximum 75-ft travel distance

Additional extinguishers may be required for higher hazard occupancies

Must be mounted no more, at the top of the extinguisher, than 5 ft from the floor

Must be visible and readily accessible

WHERE REQUIRED BY CODE

Fire Alarm System Current inspection tag on Fire Alarm Panel

Alarm log with inspection records and system diagram

Fire Sprinkler System Fire department connection clear of obstructions and inlets capped

Backflow preventer inspected annually

Valves monitored by fire alarm

Current inspection tag on main riser

Spare sprinkler heads and wrench on site

18 inches of clearance around sprinkler heads

Hood System Current inspection tag

Grease filters and ductwork clean

Fans operational

Tenant Separation Firewalls with compliant protection of penetrations

INITIAL FIRE INSPECTION FEE FOR BUSINESS TAX RECEIPT

\$100

THERAFTER,

YEARLY INSPECTION FEES

The fee schedule for inspections, as approved by the City Commission under Resolution 77-2009 is as follows:

0- 2500 square feet	\$50
2501 - 5000 square feet	\$100
5001 - 20,000 square feet	\$200
20,001-100,000 square feet	\$300
Over 100,000 square feet	\$500



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PAIN MANAGEMENT
CLINIC
AFFIDAVIT

MEDICAL OR DENTAL OFFICE -

An establishment where patients, who are not lodged overnight, are admitted for examination or treatment by persons practicing Any form of healing or health-building services whether such persons be medical doctors, chiropractors, osteopaths, chiropodists, naturopaths, optometrists, dentists, or any such profession, the practice of which is lawful in the State of Florida.

A pain management clinic shall not be considered a medical or dental office.

PAIN MANAGEMENT CLINIC -

All privately owned pain management clinics, facilities, or offices, which advertise in any medium for any type of pain management services, or employ a physician who is primarily engaged in the treatment of pain by prescribing or dispensing controlled substance medications, and are required register with the Florida Department of Health pursuant to Sec 458-309 or Sec 459-005, FL Statute (2009). A physician is primarily engaged in the treatment of pain by prescribing or dispensing controlled substance medications for the treatment of chronic nonmalignant pain. Chronic nonmalignant pain is pain unrelated to cancer which persists: (1) beyond the usual course of disease or the injury that is the cause of pain, or (2) more than 90 days after surgery.

AFFIDAVIT OF AGREEMENT

I have read the above definitions for a Medical or Dental Office and a Pain Management Clinic. I Clearly understand the uses are separate and distinct uses. I am aware that the Business Tax Receipt I am applying for is only that of a Medical or Dental Office; not a Pain Management Clinic. I am also aware of my responsibilities for the use of Medical or Dental Office on the property, and further understand that any violation of this affidavit may result in code enforcement action and/or revocation of the Business Tax Receipt.

Physician or Operating Corporation Representative : _____

Business Name: _____

Business Address: _____ Suite _____ Stuart, FL _____

Signature of Applicant: _____ Date: _____

NOTARY PUBLIC INFORMATION

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____ . He/She is personally known to me or

Has produced _____ as identification and did not take an oath.

Notary Public _____ Seal



LOCAL BUSINESS TAX ACKNOWLEDGEMENT OF NOISE ORDINANCE

City Ordinance 2315-2015

Sec. 20-155

- C. All applicants seeking to pay the local business tax within the City shall indicate if they have, or will have, amplified sound at the business. If the applicant has or will have amplified sound, they shall be provided a copy of this ordinance, and shall acknowledge, in writing, receipt of the ordinance.

I am applying/paying for a local business tax receipt at the following location:

I will / I have amplified sound at the business in the form of:

I have received a copy of the City Ordinance 2315-2015, Chapter 20, Article VI NOISE, Sections 20-150 through 20-156.

I have signed below to acknowledge the receipt of this ordinance.

Name

Date

