



## Business Tax Receipt Checklist

The State of Florida, Board of County Commissioners, and the cities within St. Lucie County, all have specific legal requirements that must be met prior to the issuance of a county business tax receipt. To expedite the issuance of your business tax receipt, please complete the following steps as marked. **If you are printing this from our website, please contact the Tax Collector's Office at the above phone numbers and speak with a customer service representative to determine which steps you will need to complete.**

**Business Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parcel ID#:** \_\_\_\_\_

Location of Business: (Check One):  City of Fort Pierce  City of Port St. Lucie  
 St. Lucie County  St. Lucie Village

- |  | <u>Phone</u> |
|--|--------------|
| <input type="checkbox"/> Exemption for BTR Affidavit (If applicable, requirements attached)  |              |
| <input type="checkbox"/> Application for Business Tax Receipt from St. Lucie County Tax Collector (See attached)   | 772-462-1650 |
| <input type="checkbox"/> Florida Div. of Corp. (Corporations or Fictitious Name Registrations) - <a href="http://www.sunbiz.org">www.sunbiz.org</a>  | 850-246-6051 |
| <input type="checkbox"/> Florida Dept. of Health (Health Care Practitioners State License) - <a href="http://www.floridahealth.gov">www.floridahealth.gov</a>  | 850-488-0595 |
| <input type="checkbox"/> SLC Planning & Development Services (Zoning) 2300 Virginia Ave., 2 <sup>nd</sup> floor, Ft. Pierce  | 772-462-1553 |
| <input type="checkbox"/> SLC Health Department (Hazardous Waste) 3855 S. US Hwy 1, Ft. Pierce  | 772-873-4931 |
| <input type="checkbox"/> Contractors Certification (State) <a href="http://www.myfloridalicense.com/dbpr">www.myfloridalicense.com/dbpr</a> (Local) - <a href="http://www.stlucieco.gov">www.stlucieco.gov</a>   | 772-462-1672 |
| <input type="checkbox"/> Department of Business & Professional Regulations - <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a>  | 850-487-1395 |
| <input type="checkbox"/> Florida Bar Association (Florida Bar Card) - <a href="http://www.floridabar.org">www.floridabar.org</a>   | 850-561-5600 |
| <input type="checkbox"/> SLC Agriculture Dept. – Lawn & Landscape – Pesticide / Fertilizer Certification (Have customer read the pesticides/fertilizer PPT and sign CLM-482. If customer will be using pesticides or Fertilizers, have them call 772-462-1660 to schedule an appointment for certification.) | 772-462-1660 |
| <input type="checkbox"/> Department of Agriculture – <a href="http://www.freshfromflorida.com">www.freshfromflorida.com</a> _____  | 800-435-7352 |
| <input type="checkbox"/> Department of Hotels & Restaurants – <a href="http://www.myfloridalicense.com/dbpr/hr/">www.myfloridalicense.com/dbpr/hr/</a>   | 850-487-4177 |
| <input type="checkbox"/> Florida Department of Children & Families (Child Care) - <a href="http://www.myflfamilies.com">www.myflfamilies.com</a>   | 772-467-4177 |
| <input type="checkbox"/> Agency for Health Care (Adult Living Facilities) - <a href="http://www.ahca.myflorida.com">www.ahca.myflorida.com</a>   | 850-412-4304 |
| <input type="checkbox"/> City License Required: <input type="checkbox"/> FTP: 772-467-3053 <input type="checkbox"/> PSL: 772-344-4356 <input type="checkbox"/> VSL: 772-466-6900   |              |
| <input type="checkbox"/> Bill of Sale (Needed for transfer of Business Tax Receipt)  |              |
| <input type="checkbox"/> Application for Business Tax Receipt  |              |
| <input type="checkbox"/> Other _____   |              |

**Nature of Business:** \_\_\_\_\_

**Fee:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Clerk Initials:** \_\_\_\_\_