

# Rockledge

Florida

*Preserving the Past ... Planning the Future*

Your application for a City of Rockledge Business Tax Receipt cannot be processed until certain requirements listed below have been met and proof of such submitted to this office along with your completed application. Also, all business must register with Brevard County after obtaining a City of Rockledge Business Tax Receipt

1. Fictitious name registration and/or Articles of Incorporation from Florida Secretary of State – (850) 488-9000 - [www.sunbiz.org](http://www.sunbiz.org). If using first and last name as the business name then we do not need fictitious name paperwork. However, if using a d/b/a we still need a copy of that license.
2. Proof of ownership of home (warranty deed), copy of the signed lease, rental agreement or letter of authorization from the property owner.
3. Proof of licensure through the Licensing board.
  - a. Certificate of Competency or State of Florida Certification for all Contractors.
  - b. Certificate and/or field inspections sheets from Department of Business and Professional Regulation - Hotel & Restaurant Division – (800) 375-6975. (50% or more of the business is restaurant)
  - c. Department of Agriculture – (850) 245-5520. food sales/grocery (less than 50% of business is restaurant)
  - d. License from Department of Business and Professional Regulation, Alcohol, Beverage and Tobacco Division – (407) 245-0785.
  - e. State of Florida License - Doctors, Attorneys, Cosmetologists.
  - f. Permit or license from Brevard County Environmental Health Services Daycare – (321) 633-2053.
  - g. Motor Vehicle Registration from Florida Department of Agriculture & Consumer Services – (850) 254-5555.
4. Lease agreement for storage unit if off-site storage is required. If products are stored at home, please state where the products will be stored, or where the trailer will be parked overnight or during non-business hours. This information can be included with #5 below
5. Detailed letter explaining nature of business. For Home Licensing, the letter must state there shall be no customer traffic to or from the premises as per the Section 80.03(A)(2) Rockledge Land Development Regulations
6. Fire Inspection – Does not apply for a Home Business Tax Receipt. All others, please contact Fire Inspector, Lori Matson, OFFICE: (321) 690-3968/CELL (321) 684-3557. Document is included in this packet.
7. Purchasing a business: Copy of the bill of sale, along with all the requirements above under Local Business Tax Receipt
8. Changing an address: All requirements above apply under Local Business Tax Receipt Requirements

## **ADDITIONAL REQUIREMENTS FOR HOME BUSINESS TAX RECEIPTS:**

- A. Home Business Tax Receipt Affidavit signed and notarized. Document is included in this packet
- B. A sketch showing the floor plan and the area thereof to be utilized for the conduct of the home occupation.

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City of Rockledge | 1600 Huntington Lane | Rockledge, FL 32955  
Phone 321-690-3978 | Fax 321-690-3987 | [www.cityofrockledge.org](http://www.cityofrockledge.org)