



## 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 772-462-1650 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

**Phone:**

- ☐ Exemption for BTR Affidavit (If applicable, requirements attached)
- ☐ Application for Business Tax Receipt from St. Lucie County Tax Collector (See attached) 772-462-1650
- ☐ Florida Division of Corporations (Corporations or Fictitious Name Registrations) - [www.sunbiz.org](http://www.sunbiz.org) 850-246-6051
- ☐ Florida Dept. of Health (Health Care Practitioners State License) - [www.floridahealth.gov](http://www.floridahealth.gov) 850-488-0595
- ☐ St. Lucie County Planning & Development Services (Zoning) - 2300 Virginia Ave., 1st floor, Ft. Pierce 772-462-1553
- ☐ St. Lucie County Health Dept. (Hazardous Waste) - 3855 S. US Hwy 1, Fort Pierce, FL 772-873-4931
- ☐ Contractors Certification (State) - [www.myfloridalicense.com/dbpr](http://www.myfloridalicense.com/dbpr) (Local) - [www.stlucieco.gov](http://www.stlucieco.gov) 772-462-1672
- ☐ Department of Business & Professional Regulations - [www.myfloridalicense.com](http://www.myfloridalicense.com) 850-487-1395
- ☐ Florida Bar Association (Florida Bar Card) - [www.floridabar.org](http://www.floridabar.org) 850-561-5600
- ☐ St. Lucie Agriculture Dept. - Lawn & Landscape - Pesticide/Fertilizer Certification (*Have customer read the pesticides/fertilizer laminated 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
- ☐ Dept. of Agriculture - [www.freshfromflorida.com](http://www.freshfromflorida.com) 800-435-7352
- ☐ Dept. of Hotels & Restaurants - [www.myfloridalicense.com/dbpr/hr](http://www.myfloridalicense.com/dbpr/hr) 850-487-4177
- ☐ Florida Dept. of Children & Families (Child Care) - [www.myflfamilies.com](http://www.myflfamilies.com) 772-467-4177
- ☐ Agency for Health Care (Adult Living Facilities) - [www.ahca.myflorida.com](http://www.ahca.myflorida.com) 850-412-4304
- ☐ Business Tax Receipt Required from:
  - ☐ Ft. Pierce: 772-467-3053
  - ☐ City of PSL: 772-344-4356
  - ☐ Villages of PSL: 772-466-6900
- ☐ Bill of Sale (Needed for a transfer of Business Tax Receipt)
- ☐ Other: \_\_\_\_\_

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

**Approx. Fee:** \_\_\_\_\_

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

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