



CITY OF FORT PIERCE – CITY CLERK’S OFFICE

BUSINESS TAX RECEIPT CHECKLIST

Business Name: _____ Date: _____

Street Address: _____ Zip: _____ Phone: _____

The State of Florida and City of Fort Pierce have specific requirements that must be met prior to issuance of a City Business Tax Receipt. Please refer to the following categories and contact information for the various departments. If you are printing this form from our website, please contact the City Clerk’s Office (772) 467-3000 and speak with a customer service representative to determine which steps you will need to complete.

- Application
 - Commercial Location
 - Home Occupation
 - Landlord Permission Form

- Corporation / LLC Documents (850) 245-6052 www.sunbiz.org
 - Fictitious Name (850) 245-6058

- Department of Business & Professional Regulations (850) 487-1395 www.myfloridalicense.com
 - Medical Professionals
 - State Certified Contractors
 - Auctioneers
 - Hotels and Restaurants
 - Dentist / Orthodontist
 - Pizza Places
 - Cosmetology Salons and Barber Shops
 - Architects, Engineers, Land Surveyors
 - Funeral Directors and Embalmers
 - Real Estate Agents, Brokers and Salespersons
 - Dieticians

- Department of Alcohol, Beverage & Tobacco (772) 468-3927 www.myfloridalicense.com
 - Location Address: 337 N US HWY 1, SUITE 111, FORT PIERCE, FL 34950

- Department of Agriculture and Consumer Services (850) 488-3022 www.freshfromflorida.com
 - Food Stores / Grocery
 - Flower Shops
 - Firearm Sales
 - Gas Stations / Convenience Store
 - Motor Vehicle Repairs
 - Nurseries
 - Travel Agencies
 - Food Manufacturers
 - Private Investigators
 - Security Agencies and Officers
 - Pest Control Companies
 - Health Club / Studios
 - Pawn Shops

- Department of Health (850) 488-0595 www.floridahealth.gov

- Department of Revenue (800) 352-3671 www.myflorida.com/dor
 - Buying Precious Metals / Jewelry http://dor.myflorida.com/dor/taxes/secondhand_dealers_recyclers.html
 - Metal Recyclers

- Florida Bar Association (850) 561-5600 www.floridabar.org

- DCF (child care) (561) 837-5078 www.myflorida.com/accessflorida

- ALF (Adult Living Facility) (850) 412-4304
http://ahca.myflorida.com/MCHQ/Health_Facility_Regulation/Assisted_Living/alf.shtml

- Department of Financial Services (877) 693-5236 www.myfloridacfo.com/
 - Check Cashing

- Other

The City Clerk’s office accepts Check, Cash or Credit as forms of payment.

For each box checked please attach a copy of the appropriate document from the agency specified.