

# City of Melbourne



The Harbor City

Financial Services – Revenue Division

900 E. Strawbridge Avenue • Melbourne, FL 32901 • (321) 953-6278 • Fax (321) 953-6338

## **NOTICE OF BUSINESS # \_\_\_\_\_**

TO: Planning and Economic Development  
Code enforcement

FROM: Revenue office

DATE: \_\_\_\_\_

The following entity has inquired about the need for a Business Tax Receipt. Although a Business Tax Receipt is not required, it is necessary to determine that the activity meets zoning and building code requirements.

Name of Business: \_\_\_\_\_

Federal Employer Identification #: \_\_\_\_\_

Business Location: \_\_\_\_\_  
\_\_\_\_\_

Property Owner or Property Manager Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

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

### **Please attach copies of the following:**

- 1) Proof of non-profit status with the Florida Department of State Division of Corporations**
- 2) Certificate of exemption from the Florida Department of Revenue**
- 3) 501(c)3, letter from the Internal Revenue Service**
- 4) Brochure with mission statement, description of charitable services and list of any charged services**

#### **For Zoning Use:**

Zoning \_\_\_\_\_ Future Land Use \_\_\_\_\_

Restrictions \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_

#### **For Code Enforcement Use:**

Restrictions \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_