

City of Melbourne



The Harbor City

Financial Services – Revenue Office

900 E. Strawbridge Avenue • Melbourne, FL 32901 • (321) 608-7038 • Fax (321) 608-7199

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: _____

Number of Seats: _____ Number of Employees: _____

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 Planning & Zoning Use:

Zoning _____ Future Land Use _____

Restrictions _____

Approved _____ Denied _____ Date _____ By _____

For Code Enforcement Use:

Restrictions _____

Approved _____ Denied _____ Date _____ By _____