

# COMMERCIAL SITE BUSINESS TAX RECEIPT

(formally known as Business Occupational License)

## FACT SHEET AND APPLICATION PROCESS

### Business Location:

*If your business site is located in the City of Stuart, you must receive your Business Tax Receipt from City Hall located at 121 SW Flagler Ave., in Downtown Stuart. The City's Business Tax Receipt Division can be reached at 288-5300 and follow the prompts. Once you have met the City of Stuart's requirements you will be required to go to the Martin County Tax Department located at 3485 SE Willoughby Blvd., Stuart.*

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### BELOW IS FOR BUSINESS TAX RECEIPT APPLICATION PROCEDURES FOR BUSINESS LOCATED IN UN-INCORPORATED MARTIN COUNTY ONLY

A Business Tax Receipt is required for any business that is locating in un-incorporated Martin County. If your business site is located in the City of Stuart please contact the City of Stuart at 288-5300 and follow the prompts.

When do I need a new Business Tax Receipt? If any of the below apply to you, then you will need to complete the Zoning Use Compliance application and receive a Business Tax Receipt.

- If you are a new business
- Changing the business name
- Have a name change in ownership
- Have moved to a new location

**Note:** Ordinance 862 establishes a moratorium to ensure that no business tax receipts or occupational license applications be accepted and that no business tax receipts or occupational licenses be issued or renewed for pain clinics or pain management clinics pursuant to Section 123.1, General Ordinances, Martin County Code. During the moratorium period any clinic, medical practitioner's office or pharmacy that is not affiliated with a hospital, hospice or other facility for treatment of the terminally ill in Martin County, Florida must submit a letter to the County Administrator with documentation to demonstrate that the proposed use is not a pain clinic or pain management clinic. Click the link below to read Ordinance 862:

[http://ap3server.martin.fl.us:7778/web\\_docs/leg/web/aid\\_ords\\_10/1\\_Ord\\_862.PDF](http://ap3server.martin.fl.us:7778/web_docs/leg/web/aid_ords_10/1_Ord_862.PDF)

### **OBTAINING THE APPLICATION:**

THE FOUR PAGE BUSINESS TAX RECEIPT ZONING COMPLIANCE APPLICATION FORM CAN BE OBTAINED FROM OUR WEBSITE: <http://www.martin.fl.us> >Business Tab>scroll to Business Applications and Licensing. Select Business Tax Receipt.

Or, to pick up a copy of the application, come to the Growth Management Department located in the Martin County Administrative Center at 2401 SE Monterey Rd, Stuart, (west side entrance across from the Blake Library) and see the receptionist.

## **FILLING OUT THE APPLICATION:**

The first two pages should be filled out by the new business owner; the last two pages are to be completed by the property owner, representative of the property owner, or landlord. It is the Property Owner's signature or his representative's signature that **MUST BE notarized**. Faxed copies of notarized signatures are accepted, however, **you MAY NOT fax or mail the application for processing**.

## **TURNING IN THE APPLICATION:**

- **ANY OWNER, EMPLOYEE, OR SOMEONE ACTIVELY INVOLVED IN THE NEW BUSINESS MUST HAND CARRY (NOT MAIL)** the application to the Growth Management Department. **They will need to sign forms and receive documentation necessary for the fire inspection.** The Growth Management Office is located in the Martin County Administrative Center at 2401 SE Monterey Rd, Stuart, (west side entrance across from the Blake Library).
- **The fee is \$180.00 and covers the zoning review and the Fire Marshall Inspection. Only cash or checks are accepted. No credit or debit cards. Checks must be made out to Martin County BOCC.**
- **TIME FRAME:** The Growth Management zoning review process takes approximately 20 minutes. Please be aware that our walk-in customers are taken in the order they come in. No appointments can be made and the application can not be dropped off at the front counter.
- **HOURS OF OPERATION FOR the Martin County Growth Management Zoning Compliance Are:**  
**Monday – Friday 9:00am – 4:00pm**

## **APPLICATION PROCESS OVERVIEW:**

This is a three step process:

**Step 1-** Bring your completed, signed and notarized Zoning Use Compliance Application along with the \$180.00 fee to the Growth Management Department located at 2401 SE Monterey Rd, Stuart. Our Zoning Compliance Technician will review the location and proposed use to insure that the use is allowed at that location. If the use is deemed allowable, the Zoning Compliance Technician will sign off on the use application. The Zoning Compliance Technician will supply you with a signed copy of the zoning use permit (which you must have to schedule the fire inspection) and supply you with a fire inspection guideline sheet to help you prepare for the inspection.

**Step 2-** Fire Marshall Inspection – This can not be scheduled until you have your copy of the signed zoning use permit referred to in step 1. The fire Marshall will inspect the property to insure compliance with all applicable fire codes (a guideline sheet (also referred to in step 1) will be supplied to you at the time your zoning use permit is reviewed and signed off).

**Step 3-** Tax Collector's Office – this step completes the process. You will need to hand carry the zoning compliance form and the fire inspection paperwork to the Martin County Tax Department. The additional \$26.25 will be collected by them at this time and they will issue your Business Tax Receipt. Unless your business changes in some way mentioned in the highlighted section on the first page, annual renewal of your Business Tax Receipt, will be handled through the Martin County Tax Department. Any further information other than zoning compliance should to be directed to their office at (772) 288-5595.