

Business Tax Division

DEADLINES

Annual Business Tax Receipts
Business Tax receipts must be renewed on or
before September 30th of each calendar year.

ONLINE INFORMATION

WWW.CITYOFPSL.COM



NEW BUSINESS TRAINING

*Free workshops are held in the Building
Department's training room. Contact
772-344-4356 for scheduling and topics.*

Do I need another tax receipt in addition to the City of Port St. Lucie Business Tax Receipt?

Yes. Businesses physically located within the city limits
of Port St Lucie will also need a St. Lucie County
Business Tax Receipt.

Can I open a business out of my home?

There are areas within the city limits where you are
permitted to operate a business from a residence.
Please call the Business Tax Office at 344-4356 for
information. Home business tax receipts are restricted
under City Ordinance 158.217.

Where do I apply for the City of Port St Lucie Business Tax Receipt?

The Business Tax Office is located at
121 SW Port St. Lucie Blvd, Building B,
Port St Lucie, FL. 34984
Office Hours: 8:00 a.m. - 4:30 p.m.
Monday through Friday
Phone: (772) 344-4356
Fax: (772) 344-4355

CONTACT NUMBERS

Agency for HealthCare Admin	850-412-4304
Better Business Bureau	561-842-1918
Building Department	772-871-5132
Business Tax Division	772-344-4356
City of Fort Pierce	772-460-2200
City of Stuart	772-288-5319
Contractor Licensing	772-873-6371
Code Compliance	772-871-5010
Department of Agriculture	800-435-7352
Department of Children & Families	772-467-4177
Department of Financial Services	850-410-9805
Department of Health	772-873-4900
Department of Revenue	772-429-2900
Dept. of Business & Prof. Regulations	850-487-1395
Division of Alcohol	772-468-3927
Division of Corporations	850-245-6058
Division of Hotel & Restaurants	850-487-1395
Division of Workers Comp	561-837-5716
Fl. Dept. of Motor Vehicles	850-617-3003
Florida Fish & Game	850-488-3641
Martin County Tax Office	772-463-6278
Palm Beach County Tax Office	561-233-5525
Planning & Zoning	772-871-5212
Police Department (Non-Emergency)	772-871-5000
St Lucie County Tax Office	772-462-1650
St Lucie Fire Marshall	772-621-3322
Utilities	772-871-5330



**121 SW Port St Lucie Blvd
Building B
Port St Lucie, FL 34984
772-344-4356**

www.cityofpsl.com

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The information presented herein is not all-inclusive. Any
questions may be directed to the Business Tax Division.

Thank you for choosing the City of Port St Lucie for your business



STARTING A BUSINESS IN THE CITY OF PORT ST LUCIE

The City of Port St Lucie **WELCOMES** you to its business community. Starting a business can be exciting and challenging. We wish you success in your new venture!

This pamphlet is designed to provide general information and assistance regarding Business Tax (formerly known as Occupational Licensing) requirements for businesses operating in the city limits.

Included are answers to the questions most frequently asked regarding requirements for starting a business. For your convenience, we have provided a listing of City, County and State agencies at the back of this booklet.

Staff is here to help. If you need further business tax assistance, you are welcome to contact us at:

City of Port St Lucie
Business Tax Division
121 SW Port St Lucie Blvd, Building B
Port St Lucie, Fl. 34984
772-344-4356
www.cityofpsl.com

BUSINESS TAX RECEIPT

Any person or business having a location within the city limits of Port St Lucie that engages in any business activity must pay a business tax and obtain a Business Tax Receipt. Business Tax Receipts expire September 30th and may be renewed on or after July 1st of each year.

A Business Tax Receipt is required for each location or business type. Business Tax Receipts must be posted at location.

REQUIRED CERTIFICATES

Any business required to obtain certificates of occupancy, health permits, certificate of competence or any other regulatory certificate must first, before the issuance of a city business tax receipt, acquire such certifications.

ZONING COMPLIANCE FOR BUSINESSES

All businesses operating within the City of Port St. Lucie are required to complete a Business Tax Application. An element of the Business Tax Application process requires commercial and some residential business owners to also fill out an Occupancy Use and Zoning Review Permit Application. It is the responsibility of the business owner to check with the Planning and Zoning Office to determine whether the business's intended use is permitted in that particular zoning district. Applications can be obtained at the Business Tax Division or by visiting www.cityofpsl.com.

BUILDING PERMITS

Most repair or renovation on buildings in the city require a permit. If you plan to enlarge, alter, repair, demolish or a change a building contact the Building Department at 772-871-5132 before you start the job. They can tell you beforehand if you'll need a permit for the project you're planning to implement. Any project that requires a permit but does not have one results in a citation to the contractor, business owner, or agent in charge of the project. Permits must be posted in full view.

SIGNAGE

Any display or device in view of the general public which may direct attention to a product, place, activity, person, institute or business requires a permit before displaying.

Banners may be displayed after proper permits have been approved. Banners may not be larger than 50 sq. ft. or obstruct view.

One (1) Real Estate sign advertising real property for sale, lease, rent or other transaction may be displayed on said property. Flyers and/or circulars may not be fastened on any curbstone, lamppost, pole, fence, wire or tree in the city.

COMMERCIAL VEHICLES - Sections 72.03 & 158.217(d)

Commercial vehicles are prohibited from being parked or stored in all residential areas except while working at a job site. Examples of commercial vehicles: dump trucks, tow trucks or trucks with six wheels, step vans, chemical tank trucks, and any pickup or van openly storing equipment, materials or supplies.

SOLICITORS - Chapter 112

Anyone who canvasses, goes door-to-door for sales, or operates a mobile food wagon is required to obtain a solicitor's permit from the Port St. Lucie Police Department, which can be reached at (772) 871-5000. In some cases, a business tax receipt may also be required in addition to a solicitors permit.

SPECIAL EVENTS AND/OR SIGNS

If you are planning an outdoor sale, special event or placing a temporary sign announcing an event, you must obtain a permit from the Code Compliance Office and subject to approval. Examples of what type of events need these permits are: circuses, carnivals, and tent revivals; recreational vehicles and boat sale; temporary tent and parking lot sales; and Christmas tree sales. Legally recognized non-profit and charitable organizations are exempt from the fees, unless the organization is not the sole vendor selling items. To receive this exemption the organization must provide proof of its status when applying. No special event signs may be located within a public right-of-way. There are restrictions applying to each category and it is recommended you call (772) 871-5010 or email SpecialEventpermits@cityofpsl.com for information.