



CITY OF RIVIERA BEACH
INVENTORY & CERTIFICATE OF USE RENEWAL
AFFIDAVIT

Dear Business Owner:

The Certificate of Use Affidavit/Business Tax Receipt held with the City of Riviera Beach will expire ***September 30th of each calendar.***

The City of Riviera Beach Ordinance #3050 9-17-08 (see code section below), requires that wholesale and retail businesses, business assessed by stock quantities, number of employees or other facts which determine the business tax receipt fee, file with the collector a notarized affidavit, detailing amount of stock in trade, quantities, number of employees or other facts which determine the business tax receipt fee. This information is required to be updated on an annual basis. In order to renew your Certificate of Use and/or Business Tax Receipt, a notarized Inventory & Certificate of Use Affidavit form must be on file.

The affidavit must be completed, signed, notarized and sent to the Business Tax Receipt office no later than July 15th of each calendar year.

Please return completed notarized affidavit to either:

businessstaxreceipt@rivierabeach.org

or

The City of Riviera Beach, Business Tax Receipt Office at
P.O. Box 9757, Riviera Beach, FL 33419.

Sec. 10-137. Affidavits as to the amount of stock in trade, number of units or other declaration.

(a) Whenever the amount of a business tax receipt fee applied for depends upon the amount of stock in trade carried or the number of units being used by a business tax receipt recipient or any other facts not within the personal knowledge of the collector, no business tax receipt shall be issued until the applicant, therefore, has made and filed with the collector an affidavit, duly authenticated, setting forth the amount of stock in trade, number of units or other facts which determines the business tax receipt fee.

(b) The collector may request an affidavit as to quantities or other information as may be required to accurately determine the correct tax. Any recipient shall be subject to perjury and false report ordinances and laws for filing fraudulent affidavits to avoid or understate taxes.

(c) Any business tax receipt issued upon any false statement made under oath on the application shall be considered as void from the beginning and shall not protect the holder thereof from prosecution for transacting business without a business tax receipt or during business with a greater stock in trade or number of units.

(Ord. No. 3050, § 2, 9-17-08)

Development Services Department may require that you provide supplemental materials such as, but not limited to: **Schedule L of IRS Tax forms 1120, 1120S, 1065 or Schedule S of IRS Tax Form 1040**; internally prepared or audited financial statements or appraisals.

Renewal invoices will be e-mailed or mailed once Renewal Affidavit process is complete. All renewal payments must be received no later than ***September 30th to avoid penalties and late fees.***

Incomplete Renewal Affidavits will be returned, unprocessed.



City of Riviera Beach
Commercial Businesses/Professional Offices Inventory & Certificate of Use Renewal Affidavit
Please Complete All Applicable Information Below

Business Name: _____ Contact Name: _____

Vendor Number/BTR Number: _____ Email Address (Required): _____

Business Location Address: _____

Mailing Address: _____ Phone # _____

Is your business: (Please select all that apply)

a. Professional Office: Yes No Other: (Please Specify): _____

Number of Employee's with Professional Licenses (DBPR-Please provide copy): _____

b. Retail: Yes No Wholesale: Yes No Rental Service: Yes No

*Total Value of Inventory Amount Required \$ _____

(ie: value of inventory for wholesale or retail; rental services; construction material; contractor storage, warehouse)

Number of Rooms (hotels, motels, assisted living): _____ Number of Employees: _____

State approved capacity (child or adult day care) _____ Number of Boat Slips: _____

Number of Units (rentals or storage): _____ Number of Vehicles (delivery): _____

Number of Seats (if restaurant or salon): _____ Number of Vehicles; Vessels; Equipment (rental): _____

Number of Vending Machines and or ATM's: _____ Other Quantities (pumps,bikes, scooters, golf carts, etc: _____

Please Note: If you are a non-profit organization, it is **mandatory** to provide a copy of the 501(c)(3) form to indicate you are tax exempt. If appropriate, please provide a copy of your current state license and/or certification.

THE PROPERTY DESCRIBE ABOVE IS:

1. Free and clear of any stop work orders from the City's Building Division. Yes
2. Free and clear of any City building permits that have been inactive for more than 180 days. Yes
3. Free and clear of any City water liens or City property liens. Yes
4. Free and clear of any property maintenance or code compliance violations. Yes

I, the undersigned, swear that this affidavit including any attachments hereto is true and correct. I understand that a Certificate of Use is required per City Code of Ordinances Section 10-243, and that the issuance or renewal of a Certificate of Use and/or a Business Tax Receipt does not waive State of Florida's licensing, registration, and/or certification requirements, nor does it waive any other requirements of the City, County, State or Federal authority that must be met prior to engaging in or entering into that activity for which this affidavit is being made. Any misstatement of fact, whether intentional or not, shall result in the immediate denial or suspension of a Certificate of Use.

Owner or Authorized Agent Printed Name: _____

Owner or Authorized Agent Signature: _____ Date: _____

The foregoing instrument was acknowledged before me by means of ___ physical presence, or ___ on-line notarization this ___ day of _____, 20___ by _____, who is personally known to me or who has produced identification _____ (Type of Identification).

State of _____, County of _____

 (Name of Notary Public)

 (Signature of Notary Public)

 (Print, Type or Stamp Commissioned Name of Notary Public)