



## CITY OF RIVIERA BEACH INVENTORY & CERTIFICATE OF USE RENEWAL AFFIDAVIT

In order to renew your Certificate of Use and/or Business Tax Receipt, an Inventory & Certificate of Use Affidavit form must be on file. The affidavit must be completed, signed, and sent to the Business Tax Receipt office.

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

**Commercial Businesses**  
**Inventory & Certificate of Use Renewal Affidavit**  
**Please Complete Applicable Information Below**

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

Vendor Number: \_\_\_\_\_

Local Business Address: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Enroll in E-Renewal Notification: Yes  No

Is your business Retail: Yes  No  Is your businesses Wholesale Yes  No

Total Value of Inventory Amount (stock in trade for sale wholesale or retail): \_\_\_\_\_

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

Number of Vehicles (delivery): \_\_\_\_\_ (non-delivery): \_\_\_\_\_

Number of Vehicles (rental): \_\_\_\_\_ Number of Units (rentals or storage): \_\_\_\_\_

Number of Vending Machines or ATM's: \_\_\_\_\_ Number of Seats (rental or storage): \_\_\_\_\_

Number of Seats (if restaurant or salon): \_\_\_\_\_

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.
2. Free and clear of any City building permits that have been inactive for more than 180 days.
3. Free and clear of any City water liens or City property liens.

**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's Printed Name: \_\_\_\_\_

Owner or Authorized Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_