

**1263.1 SUBJECT: OCCUPATIONAL LICENSE ISSUANCE**

- :1 OBJECTIVE:  
Control and administer applications for Occupational Licenses.
- :2 AUTHORITY:  
This procedure amended by City Council September 15, 2003.
- :3 DIRECTION:  
Permitting and Code Enforcement Division Manager, as an appointed official, serves at the pleasure of, and receives direction from the Mayor or the Mayor's Designee through the Economic Development Department Director.
- :4 METHOD OF OPERATION:
- A. Definitions  
For the purposes of this procedure, the words or terms stated shall have the following meaning:  
*License Section* that section of the Permitting and Code Enforcement Division charged with administration, issuance, and retention of records pertaining to Occupational Licenses.  
*Occupational License/License Tax Certificate/License/Certificate* is the certificate issued by the Permitting and Code Enforcement Division evidencing payment of the license tax initially imposed and required for the issuance of a license to carry on or engage in any business, profession, or occupation described or designated in City Code Chapter 36.
- B. Application Form
1. Each applicant for an Occupational License shall complete the Application for Occupational License, and deliver the completed form to the Permitting and Code Enforcement Division for processing.
  2. A designee of the Permitting and Code Enforcement Division shall review the application and:
    - a) Determine if it is completed correctly by the applicant;
    - b) Determine that the location is properly zoned for the conduct of the business proposed;
    - c) Verify that the applicant has a valid State Regulatory Permit/License or applicable Local Regulatory Permit/License as required by Statute or Ordinance and/or valid insurance coverage when required as a prerequisite to issuance of the Occupational License
    - d) Have the applicant sign and certify to the validity of the statements contained in the application form; and
    - e) Have applicant sign the Information Sheet Form.

C. Collection of Fee and Issuance of License

Upon final review and approval of the application, the applicant will be advised of the amount of the license tax applicable to the business.

A Centralized Revenue receipt acknowledging payment of the license taxes will be issued to the applicant upon payment. The Permanent License Tax Certificate will be issued within a period of 30 days from payment of the applicable license tax and compliance with subsection B above. Each applicant will be advised by the Licensing staff that the license is a privilege to conduct business in the City of Orlando and the licensee must comply with the Code of the City of Orlando. Failure to correct, after notice, those conditions which are in violation of the City Code is punishable by such penalty as provided in City Code Section 1.08.

D. Notification of Issuance

1. A weekly list of all license transactions will be sent to:
  - a) Code Enforcement Section,
  - b) Fire Department (Inspection), and
  - c) Public Works Department (Waste Water/Solid Waste Management).
2. Each appropriate Department promptly will inspect the premises to ensure Code compliance. The licensee will be advised by the inspecting Department that failure to correct any Code violation, within the time set by that Department, will result in the issuance of a citation punishable under Orlando City Code Section 1.08. Failure to correct such violation may be just cause for revocation of any license certificate previously issued.

E. Annual Renewal

Annually, during the month of May, the Permitting and Code Enforcement Division will mail a Declaration of Information for Occupational License for purpose of determining license tax fees due in the following fiscal year. Permitting and Code Enforcement Division will have invoices mailed out not later than the 1st of August in order to commence processing of new Fiscal Year license renewals in September. On October 1, Occupational License taxes are delinquent and subject to appropriate penalties.

F. Business Status Changes

Any change in ownership, category of business, impact of business, or location of a licensed business or profession requires a resubmission of the application for City License and is subject to a transfer fee

Prior to reissuance of an Occupational License Tax Certificate, the Permitting and Code Enforcement Division will determine that any relocation of said business continues to be properly zoned for the conduct of the business.

:5 FORMS:

Application for Occupational License; City Occupational License; Declaration of Information for Occupational License; Invoice for City of Orlando Occupational License.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

City Code Chapter 36; Florida State Statutes, Chapter 205. Procedure adopted August 6, 1973, Item 32; reviewed and found current November 11, 1975, Item 14; amended January 9, 1978, Item 22; amended October 31, 1988, Item 22, A-27; amended June 14, 1993, Item 4-Q; amended March 5, 2001, Item A-12; amended September 15, 2003; re-formatted only April 2004.

:8 EFFECTIVE DATE:

This procedure effective September 15, 2003.