



CITY OF ORLANDO

Business Tax Receipt Checklist

The City of Orlando is a business friendly community! We are eager to help the small business owner, as well as the corporate executive, succeed in opening a business in the City Beautiful. This checklist should provide all the information you need to get your business tax receipt.

- ✓ Determine the type of business you want to open.
- ✓ Note the address of the desired business location. *Is it in the City of Orlando?* If you're not sure whether you are in the City or not, click the following link to verify your address: [Am I in the City?](#) Or call us at 407.246.2204 you can also email us at BusinessTax@cityoforlando.net . If you are not in the City, call Orange County Business Tax at 407.836.5650.
- ✓ It is always a good idea to check Zoning regulations before starting any business activity. Call us with your address at 407.246.2204 to check zoning appropriateness.
- ✓ Obtain any necessary State licenses, registration or permits.
- ✓ Complete the City Business Tax Receipt Application.
Please complete Sections 1 – 3 of the application as it contains information that may be applicable to your business.
- ✓ When opening a business in your residence, additional information is required. With the above application, submit the Home Occupation Application for zoning review by City staff and:
 1. Provide a sketch with dimensions of the floor plan; label each room and the area to be used for the business.
 2. Unless you are the homeowner, obtain a notarized letter of approval from the property owner or property manager. Condo owners need a notarized letter from the Home Owner's Association or property manager.
 3. There is an additional \$50.00 one-time processing fee.
- ✓ Fees are based on variables such as square footage, number of workers or cost of inventory. Some businesses require more than one City Business Tax Receipt to be fully licensed.
- ✓ Forward your application(s) to our office by mail, fax, email (BusinessTax@cityoforlando.net) or by visiting City Hall. The application will be reviewed and upon approval and payment, your Business Tax Receipt will be mailed to you. Those submitting applications in person will be issued the Business Tax Receipt at time of payment. Please make checks payable to *City of Orlando*.
- ✓ You will need an Orange County Business Tax Receipt as well. Their offices are located at 201 S. Rosalind Avenue, Orlando, FL 32801. For more information, call the County at 407.836.5650.

For additional information please call 407.246.2204.

OFFICE OF PERMITTING SERVICES

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