

405 Larue Avenue ♦ Edgewood, FL 32809
Phone: 407-851-2920 ♦ Fax: 407-851-7361
<http://www.edgewood-fl.gov/>

Orange County Use Permit and Business Tax (BTR) Application Process and Checklist

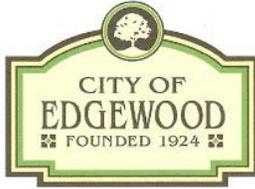
1	<p>All new businesses must apply for a Use Permit with the exception of 1099 contractors (e.g. hairstylists or salon techs that lease a “chair”) or businesses situated in an inside suite, with a common entrance, where the building owner has a current Use Permit and Business Tax Receipt (BTR). If this describes your business, you will directly apply for an Edgewood BTR and follow instructions #4 and #9.</p> <p>Please note that the sequence of instructions on the Use Permit application do not apply to businesses within the City of Edgewood. Please follow the process below.</p>
2	<p>Complete an Orange County Use Permit Application and submit to City of Edgewood City Hall. This form can be found on-line at http://orangecountyfl.net/PermitsLicenses/Permits/UsePermit.aspx#.WyjrtVVKiUl or picked up at City Hall.</p>
3	<p>The City Clerk or City Hall staff will review the business type and zoning to ensure that the business is in an allowable use in the zoning district where the business is located.</p>
4	<p>Upon approval of the Use Permit, please complete the BTR application for the City of Edgewood and make payment for the fiscal year.</p>
5	<p>Immediately after you receive approval from the City, we ask that that you go to Orange County the same day to continue the Use Permitting process and to avoid any delays in having their place of business inspected.</p>
6	<p>When applying for a Use Permit, you must apply first at the Orange County Zoning Division for approval of the type of business use. The Zoning Division is located on the 1st Floor, 201 S. Rosalind Avenue, Orlando, FL. Please sign in first on a computer located at the front desk. Orange County Administration Building opens at 7:00 am and agents begin taking applicants at 7:30 am. You will only be applying for a permit and will not be issued an Orange County BTR at the time of your visit.</p>
7	<p>Inspections will be conducted by the Orange County Division of Building Safety and Orange County Fire Rescue. IF YOU FAIL INSPECTION PLEASE BE SURE TO NOTIFY OUR OFFICE.</p>
8	<p>Once you have received your Certificate of Occupancy (C.O.), please return to Edgewood City Hall and provide the following:</p> <ul style="list-style-type: none"> • Certificate of Occupancy • Inspection Record (signed off by Orange County Inspector) <p>Upon receipt of these documents City Hall will release the BTR to the applicant. The Edgewood BTR must be obtained before receiving the Orange County BTR.</p>
9	<p>After receiving the Edgewood BTR you will go to the Orange County Business Tax Department located at the SunTrust Building, 200 S. Orange Avenue, 16th Floor, Orlando, FL. Orange County Zoning will have forward the completed Business Tax Application and Declaration to the Business Tax Department in order for you to complete the process.</p>

PRIOR TO ANY SIGN INSTALLATION OR PLACEMENT, PLEASE CONTACT EDGEWOOD CITY HALL TO OBTAIN NECESSARY SIGN PERMITS.

ANNUAL RENEWAL INFORMATION

PLEASE NOTE: This renewal of \$98.12 is due every year prior to September 30th. Should you fail to renew prior to September 30th you will be subject to late fees and possible Code Enforcement violation.

When renewing, remember to ALWAYS renew with the City of Edgewood first in order to prevent further delay with renewing with the County. Please note that both renewals for City and County have the same deadline of September 30th. We will send a courtesy renewal notice only once, no later than July 15th.



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New Commercial Business/Existing Structure

1. Clear zoning with City of Edgewood (complete Orange County Use Permit). The City's Zoning Code can be found online at the link below; see Chapter 134.
 - https://www.municode.com/library/fl/edgewood/codes/code_of_ordinances
2. Proceed to Orange County with an Application for Use Permit (stamped for zoning by the City of Edgewood).
 - <http://orangecountyfl.net/PermitsLicenses/Permits/UsePermit.aspx#.Vt824Z0o6M8>
3. Complete Orange County's Use Permit process (complete all required inspections and receive Certificate of Occupancy).
4. Provide Certificate of Occupancy to City of Edgewood.
5. Complete City of Edgewood's Application for Business Tax Receipt (BTR) and pay applicable fee (\$98.12). City Clerk will not process an incomplete BTR application. Make sure to include all applicable licenses/registrations, corporate information, fictitious, etc.
6. All signage, including banners cannot be installed without a permit from the City of Edgewood. City Code can be found online at the link below; see Chapter 22. The City will not clear zoning for signage if you do not have a BTR with the City, as you are not considered to be an active business.
 - https://www.municode.com/library/fl/edgewood/codes/code_of_ordinances

MISCELLANEOUS

- With the exception of a banner permit (unusual circumstances may necessitate the Planner's review), all other signage is reviewed by the City Planner. Fees will be assessed according to the City's current fee schedule.
- Certain circumstances may require approval of a Special Exception (\$750.00) or a Variance (\$350.00) + Pass-Through fees (Per Ordinance 2013-01).



DIVISION OF BUILDING SAFETY

ROBERT C. OLIN, MANAGER

201 S. Rosalind Avenue, 1st Floor · Reply To: P.O. Box 2687 · Orlando, FL 32802-2687

407-836-5550 · Fax 407-836-5510

www.ocfl.net/building

ATTENTION ALL USE PERMIT APPLICANTS

A use permit is required for a change of tenant or owner of a commercial building or tenant space. A change of occupancy classification of a building or tenant space as defined by the Florida Building Code will require the building or space to comply with the current codes including the Florida Accessibility Code.

The following steps need to take place in order to obtain a use permit:

1. When applying for a use permit, you must apply first at the Orange County Business Tax Department located on the 2nd Floor, 201 S. Rosalind Avenue, Orlando, FL.
2. After your application is processed, please proceed to the Orange County Zoning Division for approval of the type of business use. The Zoning Division is located on the 1st Floor, 201 S. Rosalind Avenue, Orlando, FL. Please sign in first on a computer located at the front desk.
3. Please proceed across the hall to the Orange County Division of Building Safety. The processing application fee for a "Use Permit" from the Division of Building Safety is \$26.00 (At this time you will be required to show your Zoning approval or Local Business Tax Receipt).
4. Inspections will be conducted by the Orange County Division of Building Safety and Orange County Fire Rescue.
5. A Certificate of Occupancy will be issued when the inspections have been made and approved by both the Orange County Division of Building Safety and Orange County Fire Rescue Department.
6. One working day after inspection, please call the Records Section of the Division of Building Safety at 407-836-5768 to check on the status of the Certificate of Occupancy. Please refer to the building permit number located at the top right hand corner of your receipt.
7. **Please refer to the reverse side of this sheet for a list of the most frequent causes of failed use inspections.**

USE PERMIT INSPECTIONS

The following items are the most frequent causes of use permit inspection failures. This is only a partial list of items, which may be reviewed by the Building Inspector.

1. **LOCKS ON EXIT DOORS**
Locks, which require a key for operation on both sides (double cylinder deadbolt), and manually flush bolts or surface bolts are prohibited.
(2007 Florida Building Code, Chapter 10, Section 1008)
2. **EXITS**
Equipment, fixtures, cabinets, boxes, etc. shall not obstruct path of travel to the exits.
(2007 Florida Building Code, Chapter 10, Section 1001.3)
3. **STREET NUMBERS**
The correct street number shall be displayed on the front of the building, in Arabic numerals, not script. Minimum size is 6" high by ½" width on a contrasting background.
(Orange County Code, Chapter 21, Section 21-3)
4. **FIRE EXTINGUISHERS**
The required number, size, and type of fire extinguishers shall be properly located. Fire extinguishers shall be fully charged with current inspection tags (NFPA 10). Consult the Office of Fire Marshall or a Florida State Licensed Fire Extinguisher Company for size, quantity and replacement requirements.
5. **CHANGE OF OCCUPANCY**
If there is a change in the occupancy classification, as defined by the Florida Building Code, the proposed space shall be made to comply with current codes, including the Florida Accessibility Code.
(2007 Florida Building Code, Chapter 11, Florida Statutes, Chapter 553, Part V)

EXAMPLE: A previous retail store (mercantile occupancy) proposed to be used as an office (business occupancy) shall conform to current codes. This may require additional permits to make modifications to space in order to comply with current code. Impact fees may be assessed based on the change of occupancy.

6. **EMERGENCY ILLUMINATION OF EXITS**
(2007 Florida Building Code, Chapter 10, Section 1006)

*** Someone must be at the location to let the inspector in on the day of the inspection.

*** One working day after inspection, please call the Records Section of the Division of Building Safety at 407-836-5768 after 3:00 p.m. to check the status of the Certificate of Occupancy. Please refer to the building permit number located at the top right hand corner of your receipt.

*** Please see our website www.ocfl.net/building for current code edition



DIVISION OF BUILDING SAFETY
 201 South Rosalind Avenue, 1st Floor
 Reply To: Post Office Box 2687 • Orlando, Florida 32802-2687
 407-836-5550 • Fax 407-836-5510
 www.ocfl.net/building

APPLICATION FOR USE PERMIT

Permit Number: B _____

Project Address: _____ Suite/Unit: _____

City: _____ State: _____ Zip: _____ Lien: NA

What will the commercial space be used for: _____

What was the previous use of space: _____

Tenant/Occupant Name: _____ Email: _____

Telephone: (____) _____ Facsimile: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Name of Business: _____

Property Owner: _____ Email: _____

Telephone: (____) _____ Facsimile: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

I hereby make application for permit as outlined above, and if same is granted I agree to conform to all Division of Building Safety regulations and County Ordinances with the provision to utilize this building in **as is** condition. This permit does not grant permission to alter the structure in any way. The issuance of this permit does not grant permission to violate any applicable Orange County and/or State of Florida codes and/or ordinances. A finance hold will be placed on all Use Permits and the Certificate of Occupancy until all applicable fees are paid. For questions regarding finance holds and impact fees please call the Concurrency Management Office at 407-836-5691.

Printed name: _____ Date: _____

Signature: _____

BUILDING DIVISION USE ONLY

Permit Type: B Work Type: 30 Occupancy Type: _____ License Type: HMO

Tax I.D. #: Sec: _____ Twp: _____ Rng: _____ Sub: _____ B&L: _____ Zoning Class: _____

Work Category: E Construction Type: _____ Nature of Work: Use Permit Shell Permit #: _____

Occupancy Group: _____ Plan Format: A or R Total Square Footage: _____ C/O Required: Y

Special Considerations: _____

Building Department Fee: \$ 26.00 Date Issued: _____

By: _____ / _____
Reviewer / Permit Analyst

This building is a:

- House
- Office
- Strip Retail Center
- Warehouse Building
- Other: _____

Business Type:

- Assisted Living: _____
- Auto Sales:
- Auto Service: _____
- Church
- Daycare
- Hair and/or Nail Salon
- Professional Office: _____
- Restaurant
- School
- Store: _____
- Warehouse: _____
- Other: _____

FISCAL SECTION USE ONLY

Law Impact Fee: Rate\$ _____ X _____ sq. ft./1000 sq. ft. 01 _____

Rate\$ _____ X _____ units _____

Fire Impact Fee: Rate\$ _____ X _____ sq. ft./1000 sq. ft. 01 _____

Rate\$ _____ X _____ units _____

Road Impact Fee:

RETAIL ONLY: Rate\$ _____ X _____ sq. ft./1000 sq. ft. _____

OR

ALL OTHERS: Rate\$ _____ X _____ sq. ft./1000 sq. ft. _____

Rate\$ _____ X _____ units _____

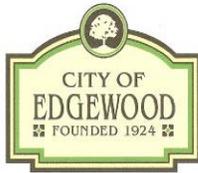
Total Fees: \$ _____ Zone: _____ Consistent: Yes No

Fiscal Analyst: _____ Date: _____

Concurrency Approval: Yes No If yes, File #: _____

Initials: _____ Date: _____

**WAIT TO FILL OUT
BUSINESS TAX RECEIPT
(BTR) APPLICATION
AFTER ZONING
APPROVAL HAS BEEN
OBTAINED ON USE
PERMIT APPLICATION**



bmeeks@edgewood-fl.gov

STEP BY STEP INSTRUCTIONS TO OBTAIN A BUSINESS TAX RECEIPT

Confirm the planned business is within the City of Edgewood limits.

Contact the Orange County Property Appraiser's Office to ensure the planned business location is within the city limits of Edgewood. Visit them online (<http://www.ocpafl.org/>) or call: 407-836-5000

Complete appropriate application

Application must be signed by an owner, partner or officer of the corporation or LLC. A Social Security or Federal ID number will be required.

If you are in a business that requires a license from any Division of the State, you must obtain your State license before applying for your City of Edgewood Business Tax Receipt.

Department of Business and Professional Regulations: 850-487-2252 or
www.myfloridalicense.com/dbpr

Department of Agriculture and Consumer Services: 850-488-3022 or
www.doacs.state.fl.us/

If your business uses any name other than the full legal name of the owner or a corporation uses a name other than its legal corporate name, a fictitious name must be registered with the State.

For more information or to register with the State: 850-245-6058 or
www.sunbiz.org

If you do business as a corporation, proof of status as a corporation must accompany your application.

Contact the Florida Department of State, Division of Corporations: 850-488-9000 or
www.sunbiz.org

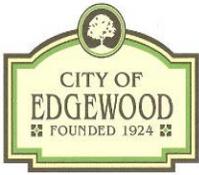
If your business is a food establishment or retail food store:

(8) A person who applies for or renews a local business tax certificate to engage in business as a food establishment or retail food store must exhibit a current food permit or an active letter of exemption from the department before the local business tax certificate may be issued or renewed, *per Florida Statute 500.12 (8)*

In addition to the agencies provided above, below is a list of agencies and their phone numbers that should be checked concerning code requirements or regulations before starting a business operation at any location.

Agriculture (Food Safety) 800-435-7352	Alcoholic Beverage 407-245-0758	Federal Employers Identification Number (FEIN) 800-829-3676
Hotels & Restaurants 850-487-1395	Motor Vehicle Repair 800-435-4352	Revenue (Sales Tax) 407-475-1200
Sellers of Travel 800-435-7352	Workers Compensation 407-245-0758	

Please note it is the business owner's responsibility to adhere to the City Code. You may contact City Hall staff or go to Municipal Code website at <http://www.municode.com/>, if you have any questions regarding the City Code; particularly, for proposed changes in business signage, parking, interior/exterior additions/alterations to business structure (list not inclusive), etc.



CITY OF EDGEWOOD
405 Larue Avenue, Edgewood, FL 32809 * PH: 407-851-2920 * FAX: 407-851 7361

COMMERCIAL BUSINESS TAX RECEIPT

Date 6/19/2014 _____ Zoning _____ Fee \$ _____

Filing this application and remitting the business tax fee for a city business tax receipt does not allow the applicant to operate or engage in any type of business, occupation or profession until a business tax receipt is issued to the applicant.

Business Information	Owner Information (If corporation, provide corporate officer information)
Name:	Name:
Address:	Address:
Shopping Center:	City/State/Zip:
City/State/Zip:	Phone:
Phone: Fax:	Fax:
	Email Address:
Mailing address (if different than above):	
Street:	
City/State/Zip:	



Business Description (In Detail):

Federal Tax ID Number (FEI#) _____ OR Social Security Number: _____

Fictitious Name Registration# _____ OR Exemption Status: _____
(Attach a Copy) (Licensed Professional, First & Last Name Used, Incorporated, Attorney)

Regulatory License/Certification # _____ Corporate Doc# _____



COMPLETE ALL THAT APPLY TO YOUR BUSINESS

Approximate Value of Retail Inventory:	Number of Employees:
Number of Students:	Number of Video Machines:
Number of Units/Vehicles:	Number of Other Vending Machines:
Number of Pool Tables:	Vending Machines Owned: Leased:
Number of Fuel Pumps: Nozzles:	Car Wash: Yes/No
Restaurant Seating Capacity	Dancing Yes/No
Alcoholic Beverages Sold: Served:	Bar/Lounge Yes/No
Number of Beauty/Barber Stations:	Number of Tanning booths:

CERTIFICATION: I certify that all the information contained herein is true and correct to the best of my knowledge and belief. If any portion is found to be false or misrepresented, such facts may be just cause for immediate revocation of any business tax receipt(s) issued to me. I acknowledge that the issuance of this business tax receipt is contingent upon complying with the building and fire requirements of the City. Inspections will be performed and should deficiencies be found that are in conflict with required codes, I understand that the City will **not** issue the business tax receipt until I (or the owner of the building if leased) make the required corrections. I understand that should corrections be necessary, I am **not** permitted to operate this business until those corrections have been made and all applicable fees have been paid. It is further understood that I must FULLY comply with the Codes of the City of Edgewood. I understand that an Orange County business tax receipt must be obtained after the City business tax receipt is issued.

I further understand that it is the applicant's responsibility to secure the business tax receipt(s) prior to conducting business in the City of Edgewood.

Applicant Info (If different than owner info)	
Name:	Email Address:
Address:	<i>I have read the foregoing document and the facts stated in it are true.</i>
City/State/Zip:	Applicant Signature:
Phone: Fax:	Date Submitted
ORANGE CO. INSPECTION SIGN OFF:	Date:

Accounting

Full Fiscal Year Fee: \$ _____ Half Year Fee: \$ _____ Transfer Fee: \$ _____

Classification Code	Bus. Tax Fee	Other Fee	Penalty	Total	Bus Tax Number

Notes: _____

Date Paid: _____ Date Issued: _____ Issued By: _____

Total Business Tax Paid: _____ Cash Check # _____

Section 1. That Article II of Chapter 34, Section 34-19 of the City of Edgewood Code of Ordinances is hereby amended to read as follows:

Sec. 34-19. Local business tax imposed.

- (a) For purposes of this article, the term "business," "profession" or "occupation" shall include all individuals, corporations, associations, syndicates, joint stock companies, partnerships of every kind, joint ventures, clubs, trusts and societies engaged in any type of work, occupation or profession unless exempt under federal or state law.
- (b) No person listed below shall engage in any business activity whatsoever, within the city until a business tax receipt shall have been procured from the city clerk, which receipt shall be issued to each business that is not in violation of this article, or other ordinance, or laws of the state, after receipt by the city clerk of a business tax receipt application, and on receipt by the city clerk of the amount hereinafter provided:
 - (1) Any person who maintains a permanent business location or branch office within the city, for the privilege of engaging in or managing any business within the city.
 - (2) Any person who maintains a permanent business location or branch office within the city, for the privilege of engaging in or managing any profession or occupation within the city, provided, however, that such person shall not be required to procure a business tax receipt if such person is employed by a business that has obtained a business tax receipt pursuant to subparagraph (1) for the business in which such person practices.
 - (3) Any person who does not qualify under subsection (b)(1) or (2) of this section and who transacts any business or engages in any occupation or profession in interstate commerce, if the business tax is not prohibited by United States Constitution, Art. I, § 8.

The City of Edgewood's Code of Ordinances can be found at:

<http://library.municode.com/index.aspx?clientId=13880>