



## Orange County Use Permit and Edgewood Business Tax Receipt (BTR)

### Application Process and Checklist

All new businesses must apply for a Use Permit except 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).

**Please note that the sequence of instructions on the Orange County Use Permit application does not apply to businesses within the City of Edgewood. Please follow the process below.**

<p><b>1. City of Edgewood – apply for Use Permit and Business Tax Receipt</b></p> <ul style="list-style-type: none"><li>• Complete the City of Edgewood BTR: <a href="http://edgewood-fl.gov/document_center/BTR/BTR%20application%20and%20checklist%20form.pdf">http://edgewood-fl.gov/document_center/BTR/BTR%20application%20and%20checklist%20form.pdf</a></li><li>• Complete the Orange County Use Permit: <a href="http://orangecountyfl.net/PermitsLicenses/Permits/UsePermit.aspx#.WyjrtVVKiUl">http://orangecountyfl.net/PermitsLicenses/Permits/UsePermit.aspx#.WyjrtVVKiUl</a></li><li>• Submit to the City Clerk at Edgewood City Hall or via email at <a href="mailto:info@edgewood-fl.gov">info@edgewood-fl.gov</a>. Staff will review the business type and zoning to determine an allowable use in the zoning district where the business is located.</li><li>• Upon zoning approval, make payment for the fiscal year.</li></ul>
<p><b>2. Orange county - Please note: Use permit applications must be submitted via email.</b></p> <ul style="list-style-type: none"><li>• Immediately after approval from the City, submit to Orange County Division of Building Safety to avoid any delay in scheduling inspections.</li><li>• Submit the approved BTR and Use Applications in PDF form via email to <a href="mailto:UsePermits@ocfl.net">UsePermits@ocfl.net</a>. Please put “Use Permit” in the subject line of the email.</li><li>• Orange County Division of Building Safety will review your application. They will contact you if any additional information or documentation is required.</li><li>• Once approved, an email will notify you of approval and provide a link to Fast Track Online Services. Create a Fast Track account and pay the fee. When creating your account, please choose the “Building” user category. You will then receive a temporary password via email, which will then be changed. Pay building fees.</li><li>• An Orange County BTR will not be issued at the time of application.</li><li>• Inspections will be conducted by Orange County Division of Building Safety and Orange County Fire Rescue. If you fail an inspection, contact Edgewood City Hall to document progress.</li><li>• One working day after both inspections have passed, please email or call the Records Section for Building Safety at (407) 836-5768 <a href="mailto:BuildingRecords@ocfl.net">BuildingRecords@ocfl.net</a> to request a copy of the Certificate of Occupancy.</li></ul>
<p><b>3. City of Edgewood</b></p> <ul style="list-style-type: none"><li>• When the Certificate of Occupancy (CO) is issued, email to <a href="mailto:info@edgewood-fl.gov">info@edgewood-fl.gov</a> or return to Edgewood City Hall and provide the following:<ul style="list-style-type: none"><li>○ Certificate of Occupancy</li><li>○ Signed and approved inspection record.</li></ul></li><li>• Upon receipt of these documents, City Hall will release the BTR to the applicant. The Edgewood BTR must be issued before Orange County will release their BTR.</li></ul>
<p><b>4. Orange County</b></p> <ul style="list-style-type: none"><li>• Download and complete the <a href="#">Orange County Business Tax Application and Declaration</a>.</li><li>• <b>Submit the Edgewood BTR in person</b> to the Orange County Business Tax Receipt Office located at 400 S. Orange Avenue, Suite 1600, Orlando, FL 32801 on the 16<sup>th</sup> floor. Contact number is (407) 434-0312</li></ul>



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

**ANNUAL RENEWAL INFORMATION - PLEASE NOTE: This renewal fee is due every year prior to September 30<sup>th</sup>. Should you fail to renew prior to September 30<sup>th</sup> 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. Both renewals for City and County have the same deadline of September 30<sup>th</sup>. We will send a courtesy renewal notice only once, no later than July 15<sup>th</sup>.**

*Revised: 9/3/2021*



City Clerk's Office  
 405 Bagshaw Way, Edgewood, FL 32809  
 PH: 407-851-2920 \* FAX: 407-8517361  
[bmeeks@edgewood-fl.gov](mailto: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 claiming a Business Tax Exemption***, please inform the City Clerk's office, and the appropriate documentation will be provided to you.

***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 [myfloridalicense.com/dbpr/](http://myfloridalicense.com/dbpr/)
- Department of Agriculture and Consumer Services: 850-488-3022 or [doacs.state.fl.us/](http://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](http://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](http://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	

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.



**COMMERCIAL BUSINESS TAX RECEIPT**

Date \_\_\_\_\_ 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: <span style="margin-left: 150px;">Fax:</span>	Fax:
Email Address:	Email Address:
<b>Mailing address (If different than above:</b>	
Street:	
City/State/Zip:	

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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 APPLIES 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.**

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

**Accounting**

**405 Bagshaw Way Edgewood, FL 32809 • Tel: 407-851-2920 • [www.edgewood-fl.gov](http://www.edgewood-fl.gov)**

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

Business Type	Bus. Tax Fee	Penalty	Total	Bus Tax Number

Notes:

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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>

*Revised 3/30/2016*



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405 Bagshaw Way, Edgewood, FL  
32809 PH: 407-851-2920 \* FAX:  
407-851 7361  
[bmeeks@edgewood-fl.gov](mailto:bmeeks@edgewood-fl.gov)

## CITY OF EDGEWOOD

### SOCIAL SECURITY NUMBER COLLECTION POLICY

### NOTICE STATEMENT OF POLICY

In compliance with Section 19.071(5) of *Florida Statutes* The City of Edgewood may collect individual social security numbers when specifically authorized by law to do so or when it is imperative for the performance of the City's duties. If you do not provide your social security number, the City may not be able to provide the services or employment that you request without it. The City only collects your social security number for the following purposes:

- Classification of Accounts
- Identification and Verification
- Credit Worthiness
- Billing and Payments
- Bank Draft Authorizations
- Data Collection
- Reconciliation
- Benefit Processing
- Business Tax Receipt Applications (per FS 205.0535(5))
- Tax Reporting
- Benefit Processing
- Vendor Registration Applications
- Volunteer Contracts for Background Checks
- Police Statements and Arrests for Verification of Identity

Social security numbers are also used as a unique numeric identifier and may be used for search purposes.