



Commercial Business Tax Receipt Application

Note: 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

Business Name: _____ Application Date: _____
Plaza Name/Building Name (if applicable): _____
Physical Business Address: _____ Suite: _____ Zip: _____ City: _____
Mailing Address (if different than Edgewood location): _____
Business Phone: _____ Business Email: _____

Detailed Description of Your Business: _____

Federal Tax ID Number (FEI#): _____ **Or** Social Security Number: _____
Fictitious Name Registration Number: _____ **Or** Exemption Status: _____
Regulatory License/Certification Number: _____ Corporate Doc Number: _____

****Please attach copies of above documents when applicable.***

Business Owner Contact Information

Name (Business Owner or Corporate Office): _____
Address: _____ Suite: _____ Zip: _____ City: _____ State: _____
Phone: _____ Email: _____

Office Use Only

Business Type: _____ Total Paid: \$ _____ Transfer fee Penalty: Y N
Date Issued: _____ Issued by: _____ Zone: _____
Orange County Inspection/Certificate of Occupancy: Y N Date: _____
Notes: _____



Complete all that Apply to Your Business

Number of Bays: _____ Number of Employees: _____
Number of Assigned Parking Spaces: _____ Number of Operational Entrances: _____
Restaurant Seating Capacity: _____ Alcoholic Beverages Served?: _____

Exterior Signage

Please note that all exterior signage, including door and window signs, must be in compliance with current city code before your business opens and for the duration of your business's operation. It is the responsibility of the new tenant and/or owner to review current sign code and complete the appropriate sign applications, submit the application(s) for review and obtain approval before any new signage can be placed on the building façade, windows and operational entrances. All pre-existing signs must be removed before your business becomes operational.

I certify that I will complete all appropriate sign permits, and receive approval as outlined above, before any new signage will be placed on the building façade, windows and/or doors.

I certify that I understand the above information regarding The City of Edgewood Sign Code and failure to comply may lead to action by Code Compliance.

Initial: _____

Initial: _____

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.

I have read and completed this application and certify that the facts stated are true.

Applicant Name (please print): _____

Applicant Signature: _____ Date: _____

Submit online application to info@edgewood-fl.gov



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>

Business Tax Receipt Renewals

Annual Renewal Information: The renewal fee is due every year between July 1st and September 30th. Should you fail to renew between those dates you will be subject to late fees at 5% per month beginning October 1st and could be subject to a Code Enforcement violation.

When renewing, remember to ALWAYS renew with the City of Edgewood first in order to prevent delays when renewing with Orange County. Both renewals have the same deadline. Please be aware that City Hall will send a courtesy renewal notice ONCE no later than July 15th.

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 FS205.0535(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.

405 Bagshaw Way Edgewood, FL 32809 • Tel: 407-851-2920 • www.edgewood-fl.gov



HOW TO OBTAIN AN EDGEWOOD BUSINESS TAX RECEIPT

Please review the following carefully: Confirm the planned business is within the City of Edgewood limits. Verify the address using the Orange County Property Appraiser's Website (<http://www.ocpaf1.org/>) Once your address is verified, contact City Hall to confirm your business is permitted within the city limits. After confirmation by City Hall please proceed by completing the following steps.

- **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 a copy of 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/
Department of Agriculture and Consumer Services: 850-488-3022 or 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:**

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.



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).

1. City of Edgewood – apply for Use Permit and Business Tax Receipt

- Complete the City of Edgewood BTR.
- Complete the Orange County Use Permit:
- Submit to the City Clerk at Edgewood City Hall or via email at info@edgewood-fl.gov. Staff will review the business type and zoning to determine an allowable use in the zoning district where the business is located.

Upon zoning approval, make payment for the fiscal year.

2. Orange county - Use permit applications:

a. Create a Fast Track Account

- Create a Fast Track account using the [online registration form](#). Please choose the “Building” category when creating your account.

b. Review and Payment

- Apply online through [Orange County Fast Track](#). Apply for a use permit. Please follow the steps on the fast track portal. **Please only upload the Use Permit application that has been stamped and approved by the City of Edgewood.**

c. Pay Fees & Schedule Inspections

- Use Fast Track to pay for any inspection fees view your inspector’s progress, and review results. Call the following numbers to schedule your inspections:
 - Building Inspection: 407-836-5550
 - Fire Inspection: 407-836-0070 option 4.

d. Receive Certificate of Occupancy

- After your final inspection has been completed with no division holds on your permit and no outstanding fees, you will receive your Certificate of Occupancy. For a copy of the CO please send a request to BuildingRecords@ocfl.net

3. City of Edgewood

- When the Certificate of Occupancy (CO) is issued, email to info@edgewood-fl.gov or return to Edgewood City Hall and provide the following:
- Certificate of Occupancy
- Signed and approved inspection record.

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.

4. Orange County

- Download and complete the [Orange County Business Tax Application and Declaration](#).
- **Submit the Edgewood BTR in person** to the Orange County Business Tax Receipt Office located at 200 S. Orange Avenue, Suite 1600, Orlando, FL 32801 on the 16th floor. Contact: (407) 434-0312