



New Business Use Permit & Business Tax Process - City of Edgewood

This document outlines the step-by-step process for new businesses to obtain a Use Permit and Business Tax Receipts (BTRs) in the City of Edgewood and Orange County. Exceptions include 1099 contractors (e.g., hairstylists leasing a chair) and businesses within a common-entrance suite where the building owner holds a current Use Permit and BTR.

1. City of Edgewood Zoning Approval:

- Begin by completing the City of Edgewood Business Tax Receipt Application, ensuring you include:
 - Proof of LLC.
 - Proof of Fictitious Name/DBA.
 - All applicable local and state licenses.
 - Additional documents as requested.
- Complete the Orange County Use Permit Application.
- Submit both applications and all supporting documents to info@edgewood-fl.gov. City staff will review the business type and zoning for compliance.
- Upon zoning approval, the City will email a stamped, zoning-approved Use Permit and BTR Application.

Immediately after zoning approval from the City of Edgewood, please follow the steps below to avoid any delay in scheduling inspections and opening for business.

2. Orange County Use Permit Submittal (Fast Track): The City of Edgewood has an inter-local agreement with Orange County to handle building permits and inspections. Direct all inquiries regarding Fast Track, Use Permit requirements, and inspections to Orange County.

- Immediately after City zoning approval, create a Fast Track account or log in if you already have one.
- Select your appropriate user type (Business Owner, Licensed Professional, or Licensed Contractor) and user category "Building."
- Select "Use Permit" and follow the Fast Track instructions, including fee payment and document uploads. Upload **ONLY** the City zoning approved stamped Use Permit and BTR applications.
- Orange County requires a life safety plan as part of the Use Permit submission. This plan, typically a floor plan illustrating emergency procedures, can be professionally prepared or hand-sketched. The plan must include the following:
 - Furniture and equipment layout
 - Room identification
 - Emergency lighting and exits
 - Fire extinguisher locations
 - Sprinkler system details (if applicable)
 - Identification of potential hazards
 - Exit distance measurements.
- Be aware that an "alterations" permit may be required if the new business's use differs from the previous use, necessitating Florida Building Code modifications.
- Direct all Use Permit questions to the County. The City is unable to assist you with this process.



3. Inspections & Certificate of Occupancy (CO):

- Once your Use Permit is issued, schedule inspections through Fast Track or by calling Building Inspection (407-836-5550) or Fire Inspection (407-836-0070, option 4).
- Upon successful final inspection, you will receive your CO, accessible through Fast Track or by contacting buildingrecords@ocfl.net.

4. Business Tax Receipts (BTRs):

- Provide a copy of your CO to info@edgewood-fl.gov or in person.
- Pay the Edgewood BTR fee (City staff will provide details). Your BTR will be processed within 24-48 hours and be ready for pickup or mailed. A digital copy will also be emailed to you if requested.
- Apply for an Orange County BTR online. If you do this, YOU MUST upload a digital copy of your Edgewood BTR.
- You may also apply for your Orange County BTR in person at 301 S Rosalind Ave., Orlando, FL 32801. A physical copy of your Edgewood BTR will be required.
- For questions regarding the Orange County BTR process, please call 407-434-0312, option 2.

5. Business Operation & Renewal:

- With both Edgewood and Orange County BTRs, you are authorized to operate.
- Both BTRs must be renewed annually.
- Edgewood BTR renewal: July 1 – September 30 (for the October 1 – September 30 fiscal year). Late renewals are subject to penalties.



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

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



DIVISION OF BUILDING SAFETY

201 South Rosalind Avenue, 1st Floor
Reply To: Post Office Box 2687 • Orlando, Florida 32802-2687
Phone: 407-836-5760 • 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: _____

Date Issued: _____

By: _____ / _____
Reviewer / Permit Analyst

Customer will call for inspection: _____ Inspection scheduled for: _____ / _____ / _____ Customer Initials: _____
Initials Date

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: _____



Business Licensing & Certification Requirements

When starting a business in Florida, it's crucial to understand the various state licenses and certifications that might be required. Here's a breakdown of key areas and resources:

Key Regulatory Agencies:

- **Florida Department of Business and Professional Regulation (DBPR):** This department oversees licensing for a wide range of professions and businesses, including construction, real estate, cosmetology, and alcoholic beverage sales. You can find detailed information and apply for licenses on their website: myfloridalicense.com/dbpr/
- **Florida Department of Agriculture and Consumer Services (FDACS):** FDACS handles licensing and regulation for businesses related to agriculture, food safety, and consumer services, such as motor vehicle repair. Their website provides information on food permits, inspections, and other relevant regulations: doacs.state.fl.us/
- **Florida Department of Revenue:** This department is responsible for tax administration, including sales tax. Businesses that sell taxable goods or services will typically need to register with the Department of Revenue. Florida Department of Revenue – Florida Dept. of Revenue (floridarevenue.com)
- **Florida Department of State, Division of Corporations (Sunbiz):** This division handles business entity registration, including corporations, limited liability companies (LLCs), and fictitious name (DBA) registrations. You can find information and register online at: sunbiz.org

Types of Licenses and Certifications:

- **Professional Licenses:** Many professions, such as doctors, lawyers, contractors, and accountants, require licenses from state regulatory boards.
- **Industry-Specific Licenses:** Businesses in regulated industries, such as:
 - Food service: Requires food permits and may involve food handler certifications.
 - Construction: Requires contractor licenses.
 - Alcohol sales: Requires licenses from the DBPR.
 - Healthcare: Requires licenses from the Florida Department of Health.
- **Sales Tax Permits:** Businesses that sell taxable goods or services must obtain a sales tax permit from the Florida Department of Revenue.
- **Fictitious Name (DBA) Registration:** If a business operates under a name other than its legal name, it must register a fictitious name with the Florida Department of State.

Important Considerations:

- **Local Requirements:** In addition to state licenses, businesses may also need to obtain licenses and permits from their local city or county government.
- **Federal Requirements:** Certain businesses may also require federal licenses or permits, particularly those involved in activities regulated by federal agencies.



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.