



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.

Initial: _____

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: _____

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

This section provides a clear, step-by-step guide for new businesses to obtain both a Use Permit and a Business Tax Receipt (BTR) in the City of Edgewood and Orange County. **Exceptions:** 1099 contractors (such as hairstylists who lease a chair) and businesses located in a multi-tenant suite where the property owner already holds a valid Certificate of Occupancy and BTR.

Step 1. City of Edgewood Zoning Pre-Approval

Before submitting a Building Use Permit, applicants must contact the City of Edgewood via email at info@edgewood-fl.gov and provide the following information/documents:

- Completed City of Edgewood Business Tax Receipt application
- Proof of LLC
- Proof of Fictitious Name/DBA (if applicable)
- All applicable local and state licenses
- Any additional documents requested by staff

City Staff will then review these documents for zoning approval. Once zoning approval is granted, the applicant will then create a Fast Track account (or log in to an existing account) to initiate the use permit process.

Step 2. Orange County Use Permit Submittal (Fast Track)

The City of Edgewood partners with Orange County through an interlocal agreement for building permits and inspections. All new businesses within the City of Edgewood must obtain a Certificate of Occupancy. A Use Permit is required first because it verifies that the proposed business use is permitted and meets all applicable building and safety standards. Once all inspections associated with the Use Permit are successfully completed, the Certificate of Occupancy can be issued.

All questions regarding Fast Track, Use Permit requirements, and inspections must be directed to Orange County at usepermits@ocfl.net.

Fast Track Instructions:

- Select your user type (Business Owner, Licensed Professional, or Licensed Contractor) and choose “Building.”
- Select “Use Permit” and complete the online application, including fee payment and uploading all required documents.
- Orange County requires a **life safety plan** with each submittal. This can be professionally prepared or hand-drawn and must include:
 - o Furniture and equipment layout
 - o Room identification
 - o Emergency lighting and exit locations
 - o Fire extinguisher locations
 - o Sprinkler system details (if applicable)
 - o Identification of potential hazards
 - o Exit distance measurements

When a Use Permit Is Required:

- When a business is sold to a new owner but remains the same business type in the same location
- When a business changes its name but remains in the same location with no construction

When an Alteration Permits Is Required:

An Alteration Permit may be required if the new business type differs from the previous approved use/occupancy or if any construction is planned. *Example:* A retail store is replaced by a beauty salon. If an Alteration Permit is needed, apply online through Fast Track.

Reminder:

All Use Permit/Alteration Permit inquiries must be sent to usepermits@ocfl.net. The City of Edgewood cannot assist with this portion of the process.

Step 3. Inspections & Certificate of Occupancy (CO)

- After your Use Permit is issued, schedule inspections through Fast Track, or call:
 - **Building Inspection:** 407-836-5550
 - **Fire Inspection:** 407-836-0070 (option 4)
- Once all final inspections pass, your Certificate of Occupancy will be issued. It can be accessed through Fast Track or requested from usepermits@ocfl.net or buildingrecords@ocfl.net.

Step 4. Business Tax Receipts (BTRs)

- Submit a copy of your Certificate of Occupancy to info@edgewood-fl.gov or bring it in person.
- Pay the City of Edgewood BTR fee. (Staff will provide the amount.) Your BTR will be processed within 24–48 hours and will be available for pickup or emailed upon request.
- Apply for your Orange County BTR online and **upload a digital copy** of your City of Edgewood BTR.
- Alternatively, apply in person at **301 S. Rosalind Ave., Orlando, FL 32801** (a physical copy of your Edgewood BTR is required).
- For Orange County BTR questions: **407-434-0312, option 2**

Step 5. Business Operation & Renewal

- Once both the City of Edgewood and Orange County BTRs are issued, your business is authorized to operate.
- Both BTRs must be renewed annually.
- **Edgewood BTR Renewal Period:** July 1 – September 30 (for the fiscal year beginning October 1). Late renewals may incur penalties.

Use Permit Guide for Customers

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Step 1. Pre-Submittal

Before submitting a **Building Permit for Use**, customers should already have an approved **Zoning Business Tax Receipt (BTR) permit**.

- If the business address is located within the City of Edgewood, the customer **must** begin with the City's [local Zoning Application](#) process.
- If the business is not located in Edgewood, the [Zoning Application](#) may be submitted to the **Orange County Zoning Division** for review and approval.

Once approved, a **Building Use Permit** will be **automatically generated**, and the customer will receive an **email notification** containing the new Building Permit number.

At this stage, the Zoning Permit status will appear as **"Pending Use"** and will remain in that status until the Building Permit has been fully approved and completed.

For assistance with the Zoning Business Tax Receipt process, customers are encouraged to refer to Orange County **Zoning Division's** [Business Tax Receipt Zoning Approval Submittal Guide](#).

Division of Building Safety Use Permit Guide

Effective Date: 10/15/2025

Step 2. Application

Customers should log in to their **Fast Track** account to complete the Building Permit application. Click on “My permits” to view your permits.



1. Locate the permit with a status of “Internet Incomplete.”

My Permits

Click the 'My Services MENU' for: My Permits, Inspections, Pay Dues and Fees (including Escrow balance), Licenses, Applying for a Permit, Editing your profile, and Logging Out.

The permit list displayed only reflects a 6 month period from the date of permit application. For a comprehensive listing, use the [My Permit Search](#) page. Applications with a status of 'Internet Incomplete' will be voided after thirty (30) calendar days. If you need assistance or have questions about Orange County's Land Development Process, please refer to our [contacts](#) page.

All Active Permits

SEARCH RESULTS: Click [PERMIT #](#) (below) to see complete detail for this case.

Search:

Show entries

PERMIT #	APP. DT	TYPE	ADDRESS	STATUS	FEE DUE
B2501	03/17/2025	Use Permit		Internet Incomplete Edit	\$0.00

2. Click “Edit” to open the application and complete all required fields.

3. Upload a Key Plan/Floor Plan in PDF format, using “PD-Site-Plan.pdf” as the filename.

- The plan must clearly show the business location within the building, along with all furnishings and fixtures.

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Apply for a Use Permit (USE) – [Step 4]

If you need assistance in applying for a Use Permit, please contact the **Division of Building Safety** at UsePermits@ocfl.net or 407 836 5550.

PERMIT DETAILS					
PERMIT TYPE	BUILDING TYPE	WORK TYPE	PERMIT #	ADDRESS	APP DATE
Use Permit	Store/Shop/Warehouse/Mall/Rest./Laund.		82501		03/17/2025

Plan Upload – Important:

- Electronic plan files and related ePlan documentation should be uploaded from the first link, below.
- General documents that are NOT part of the plan set or plan review process should be uploaded from the second link, below.
- USE Permits will require a Floor Plan, Site Plan, or Key Plan indicating the location of the proposed use.

CHOOSE TYPE OF DOCUMENT(S) TO UPLOAD



- [E-Submittal Plans/Documents](#)
(Plan files and related Plan Documents only)
- [Other General Documents](#)
(Not Related to Electronic Plans)

Before clicking “Finish”, ensure that all acknowledgements are completed:

- **Acknowledgement:** Confirm that the submitted plans meet review requirements.
- **I Acknowledge That:** All information provided is true and complete.
- **I Understand That:** Changes in use or occupancy may require additional approvals.
- **Owner’s Electronic Submission Statement:** Certify that all information is true under penalty of perjury.

FINALIZE APPLICATION

☐ ACKNOWLEDGEMENT:

In consideration of the requirements for plan review processing times established in Sections 553.79 & 553.792, Florida Statutes, applications will not be received as complete until the plans and/or project documentation has been verified by county staff and the application has been routed to the applicable agencies for review.

☐ I ACKNOWLEDGE THAT:

In order for this application to be deemed legally sufficient, the property which is the subject of the application must:
1. have a future land use and zoning which are consistent with each other and which would allow the requested use of the property (without the need for a special exception, variance, or waiver), and,
2. must currently have the entitlements, including any required development permits, necessary to complete the development for which the building permit is requested.

☐ I UNDERSTAND THAT:

If it is determined that this is a CHANGE of OCCUPANCY classification, or a change with an occupancy group or alteration, the USE PERMIT will not be approved. The change will require a plan submittal for a building permit as a Change of Occupancy on the Fast Track system. These plans will demonstrate compliance with the minimum code requirements for the proposed occupancy. A certificate of occupancy will only be issued after the permit application is reviewed, approved and issued then all/any requisite final inspection approvals have been obtained.

☐ OWNER’S ELECTRONIC SUBMISSION STATEMENT:

Under penalty of perjury, I declare that all the information contained in this permit application is true and correct.

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 407-836-5591.

- ☐ **Submit Application** (Application is complete and ready for OC review.)
- ☐ **Save Application Information** (Application is saved as “Internet Incomplete.”)



Finish

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Select “Submit Application” to submit the application for review, or “Save Application Information” to come back to it later. **Nothing will be reviewed if you do not select “Submit Application” and click the “Finish” button.**

For assistance, email Usepermits@ocfl.net.

Step 3. Application Processing and Review

Once documents are submitted and the application is completed, the permit status will update to “Internet Pending.”

1. A **Permit Analyst** will review the submittal for completeness.
2. If complete, the permit will be routed for review, and the status will change to “**Review.**”
3. A **Plans Examiner** will review the documents and determine if additional materials or permits are required.
4. After Building Plan Review approval, the **Impact Fee Department** will determine whether additional fees are due.
 - The permit status will change to “**Final Issuance Review**” during this stage.
5. Once all reviews are complete, an **automated email** will notify the customer of any fees due and outline next steps.
6. After fees are paid, the **permit will be issued automatically.**

Important:

- Inspections may be scheduled once the permit is issued.

Step 4. Inspections

Please refer to the **Fast Track Training Video** for detailed instructions on scheduling and

Tracking inspections:  [Fast Track Training Videos](#)

The system will allow the customer to schedule the required inspections:

- **300 Use Permit Inspection** – Building Safety
In the contact box, please provide a contact name and phone number for the person who will be on-site.
- **590 Fire Use Inspection** – Office of the Fire Marshal

Inspections may be scheduled through **Fast Track** or by contacting the departments directly:

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- **Building Safety:** (407) 836-5550
- **Office of the Fire Marshal:** (407) 836-0070, option 4
 - *Fire inspections must be confirmed by phone with the Office of the Fire Marshal.*

When the inspector arrives, a representative must be present to provide access. If the inspection fails, a **re-inspection fee** will be required.

Inspection Checklist

Inspectors will verify the following items on site:

- Proper posting of street address (minimum 6-inch numbers) – O.C.O. Chapter 38
- Exterior condition – IPMC 304
- Unobstructed path of egress – FBC 1003.6
- Operational exit and emergency lighting – IPMC 704
- Functional exit doors, locks, and latches – FBC 1009.1.8.3
- Properly maintained stairs, handrails, and guards – FBC 1009, 1011, 1012
- Fire extinguishers maintained and accessible – Florida Fire Prevention Code
- Tenant/occupancy separation walls maintained – IPMC 703.1
- Electrical system in proper condition – IPMC 504
- Plumbing system in proper condition – IPMC 605

Step 5: Certificate of Occupancy (C.O.)

Once both inspections have passed, County staff will process the permit for finalization. This process typically takes **one business day**.

- If no further action is required from the customer, a **Certificate of Occupancy (C.O.)** will be issued automatically.
- The customer will receive an **automated email notification** from Fast Track confirming issuance.
- The status of the **Building Permit** and associated **Zoning Permit** will show as **“Complete”** on Fast Track.
- A **Zoning Approval Letter** will be automatically generated and emailed to the customer