



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).

Apply for Zoning Approval with the City of Edgewood

- Complete City of Edgewood Business Tax Receipt Application
- Complete Orange County Use Permit Application
- Submit both of these documents to Edgewood City Hall, either in person or via email at info@edgewood-fl.gov. Staff will review the business type and zoning to determine if it is an allowable use at that location.
- Upon zoning approval, you will make payment for the current fiscal year.

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.

1. Create a Fast Track Account

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

2. Review and Payment

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

3. Complete Inspections and Pay Fees

- Use Fast Track to schedule your [inspections](#) and pay for any additional fees. Use Fast Track to view your inspector’s progress on the way to your site and review the results of your inspections.
- 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.

4. 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

5. Edgewood Business Tax Receipt

- After receiving your CO, you will need to provide the City of Edgewood with a copy.
- The City will then release your Edgewood Business Tax Receipt to you, which will be needed when acquiring your Orange County Business Tax Receipt.

6. Orange County Business Tax

- You will take your Edgewood Business Tax Receipt to 200 S. Orange Ave. 16th Floor. Orlando, FL 32801, along with a completed [Orange County Business Tax Application](#) to process and receive your Orange County Business Tax Receipt.

7. You Are All Set!

- With both your Edgewood and Orange County Business Tax Receipts, you are officially all set to open for business!



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: _____

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.
(Florida Building Code, Chapter 10, Section 1008)

2. **EXITS**
Equipment, fixtures, cabinets, boxes, etc. shall not obstruct path of travel to the exits.
(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 on a contrasting background.
(Florida Fire Prevention Code 10.12.1.2)

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.
(Florida Building Code, Existing Building, Chapter 10)
(Florida Building Code, Accessibility)

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**
(Florida Building Code, Chapter 10, Section 1006)

NOTES: 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.