



CITY OF OVIEDO

Planning Division – 400 Alexandria Blvd - Oviedo, FL 32765 407-971-5775

BUSINESS TAX RECEIPT APPLICATION

GENERAL INSTRUCTIONS: This application must be completed and signed. The applicant may not operate or engage in the business until the Business Tax is paid. ANY PROFESSION REQUIRING STATE LICENSING, CERTIFICATION OR REGISTRATION IS REQUIRED TO PRESENT AN ACTIVE COPY TO THE CITY OF OVIEDO PRIOR TO RECEIVING A BUSINESS TAX RECEIPT. (Please Print Legibly)

NAME OF INDIVIDUAL OR BUSINESS NAME / DBA:

CORPORATION NAME:

BUSINESS LOCATION: **SUITE:** **SQUARE FOOTAGE OF TENANT SPACE:**

PHONE: **FAX:** **E-MAIL:**

BUSINESS MAILING ADDRESS:

CITY/STATE/ZIP:

DATE BUISNESS OPENED/WILL OPEN (within City of Oviedo) **FEDERAL EMPLOYER ID# OR SOCIAL SECURITY # F.S. 205.0535-(6**

OWNER/OFFICER LAST NAME: **FIRST NAME:**

HOME ADDRESS: **CITY/STATE/ZIP**

PHONE: **FAX:** **E-MAIL:**

STATE CLEARLY THE NATURE OF BUSINESS (Home Occupations: Describe work done inside home)

CHECK THE FOLLOWING THAT APPLIES: **NEW HOME OFFICE ONLY** **NEW COMMERCIAL** **TRANSFER**

If Transfer Check One: **Name** **Location** **Owner** **Existing Business Location or Control #:**

Transfer of ownership must provide a Bill of Sale **New location must verify Zoning or Change of Use. Contact zoning at 407.971.5759/5794**

ADDITIONAL REQUIREMENTS: **STATE LICENSE NUMBER:** **FICTITIOUS NAME AND/OR CORPORATION NUMBER:**
Attach Copy of Federal/State License (if applicable) **Attach name registration from FL Division of Corporation**

NOTICE: Pursuant to Florida Statute 119.071, you are hereby advised that the City of Oviedo has the purpose of collecting your social security number for production of a receipt under F.S. 205. Further that the City of Oviedo is authorized by law to collect such information.

CERTIFICATION: I swear or affirm that all the information contained herein is true and correct to the best of my knowledge and belief. I acknowledge that payment of the business tax does not waive the requirements of any City, County, State or Federal ordinance, statute, rule or regulation that I must meet prior to entering into the business or profession for which the business tax is paid, nor does payment of the tax indicate that my place of business has any appropriate zoning or land development approvals. I acknowledge that I must contact the Planning Division to determine the need for a zoning verification letter, site development order, building permit and/or certificate of completion/occupancy.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE

(Signed only by Owner/Officer listed on Corporation Documents or provide letter of authorization from an authorized Owner/Officer)

*****OFFICE USE ONLY*****

Receipt No.

Classification Type

Tax Amount

TOTAL TAX PAID: _____

REVIEWED BY	DATE	COMMENTS

BUSINESS TAX RECEIPT ~ INFORMATION GUIDE FOR NEW & CURRENT BUSINESSES

Every business located within the city limits of Oviedo must obtain a **City of Oviedo** and **Seminole County Business Tax Receipt**. Both will be issued by the Planning & Development Division. The following information will assist you in obtaining a Business Tax Receipt necessary for your business.

ZONING VERIFICATION

Prior to signing a lease agreement or purchasing property, you should verify that your business is permissible within your property's zoning district and whether or not issuance of a Site Development Order will be necessary for your business to locate on the property. This may be accomplished by contacting the Planning & Development Division at 407-971-5759.

HOME OCCUPATIONS

Home occupation shall be permitted in residential districts as **an office of convenience or any use pre-empted by state law**. A home business shall be conducted in a manner which does not infringe upon the right of neighboring residents to enjoy the peaceful occupancy of their homes, and shall not give an outward appearance of, nor manifest characteristics of a business. The applicant must also reside in the dwelling unit, except that up to a total of two (2) employees who do not reside at the dwelling unit may work at the business.

REQUIREMENTS

Fictitious Name Registration:

If your business uses any name other than the owner's legal first and last name, a fictitious name must be registered with the Florida Department of State Division of Corporations at 850-245-6058 or www.sunbiz.org. A copy of the fictitious name registration must be presented before the business tax receipt may be issued.

Corporate Registration: contact 850-245-6052

Out-of-state Corporate Registration: contact 850-245-6051

Florida State License or Registration required:

- **Daycares, Preschools, and Adoption Agencies** contact the Department of Children and Families at 850-487-1111 or www.state.fl.us/cf_web.
- **Restaurants and Mobile/Perishable Food Carts** must present a copy of the Division of Hotels and Restaurants inspection **prior** to obtaining a Business Tax Receipt. Contact the Division of Hotels and Restaurants at 850-487-1395 or www.state.fl.us/dbpr.
- **Agriculture Products, Health or Ballroom Dance Studios, Minor Food Outlets, Bakeries, Deli, or Automotive Repair Businesses** contact the Department of Agriculture Consumer Services at 850-488-3022 or www.doacs.state.fl.us.
- **Accounting, Real Estate, or Construction Industry Professions** contact the Department of Business and Professional Regulation at 850-487-1395 or www.state.fl.us/dbpr.
- **Finance, Investments, Mortgage, and Banking Professions** contact the Department of Banking and Finance at 1-800-848-3792 or <http://www.flofr.com>.

State Sales Tax Number: contact the Florida Department of Revenue at 407-475-1200 or www.dos.state.fl.us/startbus.

Federal Employee Identification Number: contact the Internal Revenue Service at 1-800-829-4933) or www.irs.gov.

Workman's Compensation: contact the Orlando office of the Department of Labor at 407-245-0758 or www.fldfs.com/wc.

RENEWALS

Both the **City of Oviedo** and **Seminole County Business Tax Receipts** expire on September 30th of each year. Renewal notices are mailed during the month of July. You may renew online at www.cityofoviedo.net, visit our office or mail your payment to 400 Alexandria Blvd., Oviedo, FL 32765.

To avoid a late penalty fee, payment must be received by the Planning & Development Division no later than September 30th. **Submit all inquiries and new applications to businesslicenses@cityofoviedo.net.**

Florida Statute 205.053(1) imposes the following delinquent penalty for Business Tax renewed after September 30th of each year:

PENALTY if renewed in: • 10% October • 15% November • 20% December • 25% maximum penalty if renewed after December 31st

Any business that is regulated by federal, state or county government **must provide a copy** of certification, registration or license along with renewal payment. If a change of ownership has taken place, a signed bill of sale must be presented to the Planning & Development Division in order to transfer or renew the existing business tax receipt.

It is your responsibility to notify the Planning & Development Division if:

- The name of your business changes
- You re-locate your business
- The mailing address changes
- You discontinue your business

CHANGE OF USE

To occupy an existing building, the new tenant must contact the Planning & Development Division at 407-971-5759 or email businesslicenses@cityofoviedo.net to verify if a change of use is required prior to the building being occupied. A change of use requires the issuance of a Site Development Order prior to the issuance of a Certificate of Occupancy. A Certificate of Occupancy is required for a change of use prior to the issuance of the Business Tax Receipt.

SIGNAGE

All signage must meet the requirements of the City of Oviedo Land Development Code. Information may be obtained by contacting Planning Division at 407-971-5759.

NOTICE

Pursuant to Florida Statute 205.053(6), a Business Tax Receipt may not be issued unless the federal employer identification number or social security number is obtained.