

NEW BUSINESS CHECKLIST

- Seminole County Occupational Business Tax Receipt Application completed and signed by an owner, partner, or officer of the corporation, or LLC.
- A Social Security or Federal ID number (Required by FL Statute 205.0535-1[5]).
- Florida Corporation Charter page (Required if the business is incorporated).
- Fictitious Name Registration issued by the Florida Secretary of State (Required if business uses a name other than the owner's legal name or a corporate name).
- If the business is located within the city limits of Lake Mary or Sanford, it is recommended that you obtain the city business tax receipt prior to applying for the county tax receipt.
- Required Local, State or Federal license for regulated businesses as stated in the Seminole County Code.
- Bill of Sale and original (current year) Seminole County Occupational Business Tax Receipt (Required for the transfer of ownership of an existing business).
- Florida Sales Tax Number. (This is required by the Florida Department of Revenue. Your Seminole County Business Tax Receipt can be issued if you have not received the number, however, we strongly suggest that you make application to the Department of Revenue.)

NOTICE: It is the responsibility of all businesses located in unincorporated Seminole County to receive zoning approval prior to conducting any type of business. Contact the COUNTY PLANNING DEPARTMENT (407-665-7444) to check zoning requirements for your location.

NOTE: SEMINOLE COUNTY ZONING RULES REQUIRE THE BUSINESS OWNER TO RESIDE AT THE LOCATION WHERE A RESIDENTIAL ADDRESS IS USED. PROOF OF RESIDENCY IS REQUIRED.

VERY IMPORTANT NOTE:

All businesses within the state must file an annual Tangible Personal Property Tax Return with the County Property Appraiser on equipment used in the operation of the business. You may visit the Seminole County Property Appraiser website at www.scpafl.org to download a sample return with general instructions. However, it is suggested that you contact the Property Appraiser's Office at 407-665-7538 for specific first time filing instructions.

If you have any questions regarding any of the requirements or the process of applying for a Seminole County Business Tax Receipt, please contact our office at 407-665-7638.

The Seminole County Tax Collector
WELCOMES YOU!