



Building and Permitting Services Department
401 Park Avenue South
Winter Park, FL 32789
Phone: 407-599-3237
Fax: 407-599-3499
www.cityofwinterpark.org
permits@cityofwinterpark.org

Business Certificate & Zoning Approval Guidelines

PLEASE READ THESE INSTRUCTIONS CAREFULLY

NOTE: This application is not for businesses serving food and/or beverages, see Restaurant & Food Establishment Business Certificate Application.

STEP 1: Verify that the zoning of your location is approved for your business type by contacting the Zoning Department at 407-599-3324. It is imperative that this step is done first. If the property is not zoned properly the occupation/business activities will not be permitted/approved. Once you have received confirmation that the use is permitted then you may proceed to fill out the Business Certificate Application.

STEP 2: If you are performing interior alterations or changing the usage from the previous operator/tenant then a building permit is required. When work is completed a new Certificate of Occupancy must be obtained prior to receiving a Business Certificate. **Please contact the Building and Permitting Services Department at 407-599-3237 before proceeding to the next step.**

STEP 3: All applicant types, with the exception of home based businesses, must contact the City of Winter Park Fire Inspector's office to schedule a Business Certificate Fire Inspection by calling their inspection hotline at 407-599-3612 and leaving a voice message. WPFD will attempt to return all calls within 2 business days. A copy of the Fire Inspectors report must accompany this application must be dated within the last 6 months.

STEP 4: Submit completed application, copy of Fire Inspection Report (excluding home-based businesses), and, if applicable, the Corporate Information Form, and a copy of your professional certification and/or State of Florida license to the Building Department, located on the second floor of City Hall, or by e-mail at permits@cityofwinterpark.org. **Submitting an application does not permit the applicant to operate or engage in business.** Business Certificates are not issued over the counter, the City must process and approve the application prior to issuance of a Business Certificate. Separate applications may be required for establishments and individuals with certain certifications (i.e. massage, salons, law firms, doctors, etc.)

GENERAL BUSINESS CERTIFICATE INFORMATION

Business Certificate Year is from October 1st to September 30th. Renewals begin on October 1st every year. You are responsible for paying for the renewal of a business certificate each year; otherwise a penalty will be assessed for late payment. Additionally, any previous zoning approvals could be null and void.

Please notify the City if any of the following changes occur concerning your business: change of ownership, change of business name, change of business address, change of nature of business, or termination of business.

If you wish to change your **mailing address only**, please contact the Building Department at 407-599-3237.

Applicants must read the application's disclosure carefully. This form must be signed in front of a notary public. The Building and Permitting Services Department provides free notary services for applicants submitting city forms.

In addition to the City of Winter Park Business Certificate, Orange County Florida also requires a business tax receipt. Information on that process can be found on their website or by calling 407-836-5650.



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Business Certificate Application

A. Application Type

- Check Appropriate Box:**
- | | |
|---|---|
| <input type="checkbox"/> New Business Establishment | <input type="checkbox"/> New Employee (Licensed Individual) |
| <input type="checkbox"/> Change of Address (within city limits) | <input type="checkbox"/> Change of Business Name/Ownership |

Incomplete applications will not be accepted and/or will be returned. Submitting an application does not permit the applicant to operate or engage in business. Certificates are not issued over the counter, the City must process and approve the application prior to issuance.

Note: This application is not for businesses serving food and/or beverages, see Restaurant & Food Establishment Business Certificate Application. Separate applications may be required for establishments and individuals with certain certifications (i.e. massage, salons, law firms, doctors, etc.)

Please provide the following documents (check each applicable box to ensure your application is complete):

- City of Winter Park Fire Inspection Report (must be dated within the last six months; not required for home based businesses) To schedule a fire inspection, please call the Winter Park Fire Department at 407-599-3612.
- Sunbiz Registration (for more information, see sunbiz.org)
- If applicable, the Corporate Information Form
- If applicable, a copy of your professional certification and/or State of Florida license(s)
- For home based business, a signed and completed copy of the Home Business Certificate Regulations

Fees:

- New Applicants: \$15 one-time processing fee, \$40 Fire Inspection Report fee, and yearly business certificate fee based on your business type. For a complete listing of yearly fees, please visit:
<https://cityofwinterpark.org/docs/departments/building-permitting-services/business-certificate/fee-schedule.pdf>
 - Business certificate yearly fees are prorated to 75% from January 1st through April 30th and to 50% from May 1st through September 30th after December 31st
- Change of Address, Business Name, and/or Ownership: \$5 one-time processing fee and \$40 Fire Inspection Report fee

B. Business Information

1. Name of Business (DBA): _____
2. Business Address: _____
STREET CITY STATE ZIP
3. Business Phone No.: _____ 4. Business Owner Name: _____
5. Business Owner's Driver License No.: _____ 6. Date of Birth: _____

C. Applicant Information

7. Applicant Name (if different from above): _____
8. Applicant Phone No.(if different from above): _____

D. Mailing Information (used for official correspondence)

9. Mailing Address: _____
(if different from above) STREET CITY STATE ZIP
10. E-Mail Address: _____

E. Business Activity (required)

11. Business Type (must select one): General Office Professional Service Retail Wholesale Other: _____
12. Description/Nature of Business (must list all services provided): _____

F. Business Activity (continued)

13. Federal Employer ID No. (FEIN) or SSN: _____

PER FLORIDA STATUTE 205.0535 (5); THE SOCIAL SECURITY NUMBER (SSN) IS REQUIRED ONLY IF THE FEDERAL EMPLOYERS IDENTIFICATION NUMBER (FEIN) HAS NOT BEEN PROVIDED ON THE APPLICATION.

14. Certification/State License No. (if applicable – must provide a copy): _____ Expiration Date: _____

15. Business Total Square Footage: _____ 16. No. of Employees: _____

17. Number of parking spaces assigned to the business: _____

G. Change of Name/Address/Ownership (complete if applicable)

18. Current City of Winter Park Business Certificate number (attach a copy): _____

19. Previous Business Name: _____

20. Previous Business Address: _____
STREET CITY STATE ZIP

21. Previous Business Owner Name: _____

H. Disclosure and Signature

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief under penalties of perjury. I acknowledge receipts of the instructions sheets issues by the City of Winter Park regarding this application. I acknowledge that this business is governed by the City of Winter Park Code and I am responsible for becoming familiar with the code and abiding by its requirements. I further understand that the acceptance of payment for this application does not constitute authority to do business prior to completion of all inspections and issuances of the license.

Applicant's Signature Print Name Date

SUBSCRIBE AND SWORN BEFORE ME THIS DAY OF , 20

Notary Public's Signature: NOTARY SEAL:
Print Name: _____
My Commission Expires:

Personally known or ID presented:

CITY USE ONLY

Class Code: _____ Current Zoning: _____ Zoning Approval: _____ Date: _____

Application Processed By: _____ Date: _____

Comments, restrictions, conditions, etc.: _____

Winter Park is the city of arts and culture, cherishing its traditional scale and charm while building a healthy and sustainable future for all generations.