Applying for a Change of Information for an Existing Business Certificate
Step 1: Login
https://phoenixegss.cityofwinterpark.org/EnerGov_prod/selfservice#/home

Enter your Username and Password
Step 2: Select Your Business Type

Select Apply and then Select the Business Certificate you wish to apply for. Selecting All will send you to the next page and allow you to search for a specific application.
Step 3: Select Your Business Type

Using the Search field you can search for application type by typing in keywords or you can scroll through the list.
Step 3: Apply

Once you find the application you wish to apply for then select the “Apply” button

<table>
<thead>
<tr>
<th>Professional Services (Licensed Establishment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category Name:</td>
</tr>
<tr>
<td>Professional Services - Licensed Establishment</td>
</tr>
<tr>
<td>Description:</td>
</tr>
<tr>
<td>Application for business certificate for a licensed professional establishment (e.g., animal hospital, assisted living facility, barber, cosmetology salon, day spa, in-home child care, in-home senior care, massage establishment, nail salon, nursing home, outpatient medical or emergency clinic).</td>
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<table>
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<th>Professional Services (Licensed Individual)</th>
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<tr>
<td>Category Name:</td>
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<tr>
<td>Professional Services - Licensed Individual</td>
</tr>
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<td>Description:</td>
</tr>
<tr>
<td>Application for a business certificate for a licensed individual (e.g., attorney, barber, broker, cosmetologist, dentist, doctor, esthetician, facial specialist, licensed counselor, massage therapist, nail technician, orthodontist, veterinarian, etc.).</td>
</tr>
</tbody>
</table>
Step 4: Select or Add a location

Select the large blue button to add the required location of the activity. On the next page then type in the address in the search menu and select the blue button.
Step 4: Add a location

Once the address is found select the add button. If your address is not listed please follow the link to contact City of Winter Park Addressing. Do not select an adjacent address as this will delay your application.
Step 4: Add a location

With the Proper Address Now Selected and Listed under Locations. Select the “Next” button on the bottom right. If you need to leave your application at anytime you may select the “Save Draft”
Step 5: Update or Add Business Details

Complete all required field identified with “*”. This will differ depending on the business type. Once complete select the next button.
Step 6: Select or Add Contacts

Add all members of the project team you wish to participate in your application. Some applications require particular contacts be added.

Select the Contact Type from the pull down and select the “Add Contact” blue button.
Step 6: Add Contacts

To enter a new Contact select “Enter Manually” and enter required fields. Once a contact is entered they can be found in the “Search” menu.
Step 6: Add Contacts

Once all contacts have been added, select the blue “Next” button.
Step 7: More Info

If requested to provide additional information please complete before selecting blue “Next” button to continue

BL - Business Certificate - Licensed Individual

*Licensed Individual Classification: Barber/beauty/nail individual chair

*Business Square Footage: 500

*Federal Employer ID Number (FEIN) or SSN: 555-55-5555

*Description/Nature of business: Hair Stylist
Step 7: Select Change of Information Request Type

Select change of information request type, enter Previous Winter Park Business Certificate number.
Step 7: Attachments

Upload scanned documents as required for the business type. Files may not be duplicated in multiple folders. All required documents types must be uploaded in order to continue with application. Once complete select the blue “Next” button.
Step 7: Attachments

Upload scanned documents as required for the business type. Files may not be duplicated in multiple folders. All required documents types must be uploaded in order to continue with application. Once complete select the blue “Next” button.
Step 8: Signature Agreement

Type and sign your application. When ready select blue “Next” button.

SIGNATURE

By entering your name below you are agreeing to the following statement:

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 receipt of the Instructions sheets issued 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.

* Please type your name as consent to electronically sign this application.  

Penelope Peacock
June 01, 2020
Step 8: Review and Submit

Note: No fees are due until the application has been reviewed, approved and processed. When ready select blue “Submit” button.
Step 9: Application Status

Your application has been submitted. You will receive notices via email if any items are missing and when your application has been processed.

✔ Your license was successfully created!

You have successfully applied. Please understand that the submission of this application does not constitute authority to do business prior to completion of all inspections and issuance of the business certificate/permit. You may monitor the progress of your application by looking at your Dashboard on the Citizen Self Service Portal.

Fees

$0.00

Continue to license

View Details  Add to Cart