



401 South Park Avenue • Winter Park, Florida 32789

407-599-3530 • licensing@cityofwinterpark.org

Business Certificates

To apply for your Business Certificate, please visit cityofwinterpark.org/selfservice and follow the instructions below:

1. Click on “**Launch Self Service Portal**”. Click “**Continue**” to continue to the online portal.

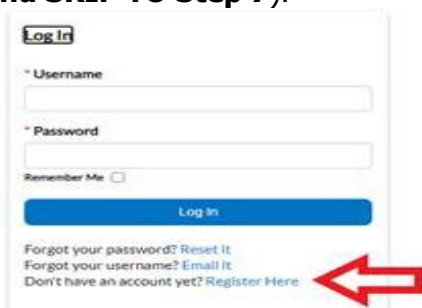


LAUNCH SELF-SERVICE PORTAL

2. Click on the box that says “**Login or Register**”.



3. If you have not yet registered, click the smaller blue link that says “**Register Here.**” (If you have already registered, log in using the credentials you created upon registration and **SKIP TO Step 7**).



4. Type in your email address and click “**Next**”.

Thank you for registering with Winter Park. You may now apply, manage, sea

Email



5. An email will then be sent to your inbox. **Check your email and click on “Confirm” within the email.**

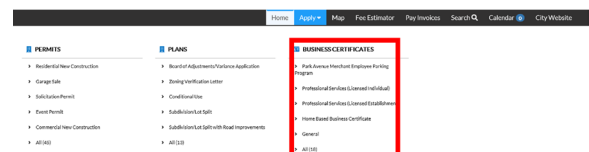
You are receiving this automated e-mail based on a user registration request that address that was provided in the initial user registration process is the correct e-n

[Confirm](#)

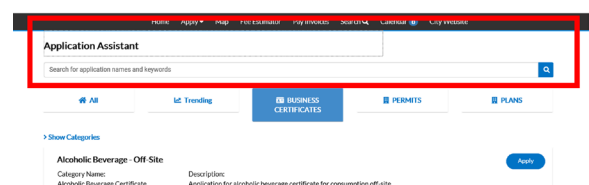


6. Follow the on-screen instructions to set up your account. **NOTE: The username should NOT be an email address, and the address must be separated on different lines.**

7. Once you are logged in, select “**Apply**” and then select the Business Certificate type you wish to apply for. Selecting “**All**” will send you to the next page and allow you to search for a specific Business Certificate application.



8. Using the “search” field, you can search for the application type by typing in key words or you can scroll through the list.



9. Once you find the application you wish to apply for, then select the **"Apply"** button.

Professional Services (Licensed Establishment)

Category Name: Professional Services - Licensed Establishment

Description: Application for business certificate for a licensed professional establishment (ex. 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).

Apply

Professional Services (Licensed Individual)

Category Name: Professional Services - Licensed Individual

Description: Application for a business certificate for a licensed individual (ex. attorney, barber, broker, cosmetologist, dentist, doctor, esthetician, facial specialist, licensed counselor, massage therapist, nail technician, orthodontist, veterinarian, etc.).

Apply

10. On the blue box titled **"Create New Business During Application"**, select **"Business Certificate/Use Permit"** in the drop-down menu. Then click **"+"** to begin the application steps.

Business Certificate/Use Permit

Create New Business During Application

+

11. Adding a Location:

a. To add a location, select the large **"+"** button to add the business address as the required location.

Apply for License - Professional Services (Licensed Individual)

Locations Type Contacts More

LOCATIONS

Location

Add Location

+

REQUIRED

b. On the next page, then type in the address in the **"search"** bar and select the blue magnifying glass.

Dashboard Home Apply View Map Free Estimator Pay Invoices Search Calendar City Website

Back to Application

Add Location

Address Parcel

Add Address As Location

Search

Address Information

Search 401 S Park

c. Select the **"Add"** button next to the appropriate address in the search results. Do **NOT** select an adjacent address as this will

delay your application. If your address is not listed, please reach out to the City of Winter Park Addressing Department at addressing@cityofwinterpark.org.

Address Information

Search 401 S Park

Address	Action
401 ELECTRIC WATER AND SEWER S PARK AVE WINTER PARK, FL 32789-4319	Add
401 NEWS RACKS S PARK AVE WINTER PARK, FL 32789-4319	Add
401 ELECTRIC S PARK AVE WINTER PARK, FL 32789-4319	Add
401 S PARK AVE WINTER PARK, FL 32789-4319	Add
401 S PARK AVE WINTER PARK, FL 32789-4319	Add
401 S PARK AVE WINTER PARK, FL 32789-4319	Add

Results per page 10 1 - 6 of 6

d. With the proper address now selected and listed under **"Locations"**, select the **"Next"** button on the bottom right.

Back Create Template Save Draft Next

12. Add Business Details: Complete all required fields identified with **"*"**. This will differ depending on the business type. Once complete select the **"Next"** button.

Dashboard Home Apply View Map Free Estimator Pay Invoices Search Calendar City Website

Apply for License - Professional Services (Licensed Individual)

Locations Type Contacts More Info Attachments Signature Review and Submit

BUSINESS DETAILS

*Company Type Business Certificate/Use Permit

*Company Name

Business Description

DBA

*Location

LICENSE DETAILS

*License Type Professional Services (Licensed Indiv)

Description

Back Create Template Save Draft Next

13. Add Contacts:

a. Some applications require multiple Contact types. New contacts may be added by selecting the Contact type from the drop-down menu and select the **"Add Contact"** button.

Dashboard Home Apply View Map Free Estimator Pay Invoices Search Calendar City Website

Apply for License - Professional Services (Licensed Individual)

Locations Type Contacts More Info Attachments Signature Review and Submit

CONTACTS

Owner

Applicant

Add Contact

+

Back Create Template Save Draft Next

b. Existing contacts may be found using the "search" menu. To enter a new contact, select **"Enter Manually"** and enter the required fields. Once a contact is entered, they can be found in the "search" menu.

c. For **"Professional Services – Licensed Individual"** applications **ONLY**: Please make the licensed individual the **"owner"** to have the name of the individual reflect on the Business Certificate.

d. Once all contacts have been added, select the blue **"Next"** button.

14. More Info: Complete all required fields identified with **"***". This will differ depending on the business type. Once complete select the **"Next"** button.

15. Attachments: Upload any documents as required for the business type. Files may not be duplicated for multiple required documents. All required document types must be uploaded in order to continue with the application. If claiming tax exemption, please provide the documentation to show proof of exemption. Once complete, select the **"Next"** button.

16. Type and sign your application. When ready, select the blue **"Next"** button.

17. Please review your entire application. When ready, select the blue **"Submit"** button.

18. Your application has successfully been submitted. You will receive notices via email if any items are missing and when your application has been processed. **NOTE**: No fees are due until the application has been reviewed for sufficiency, approved, processed, and an invoice is generated.

19. If the City Fire Marshall determines that a fire inspection is required for your business, a fire inspector will contact you to schedule the onsite inspection.

20. If everything looks in order following the determination of the fire inspector or if a fire inspection is not required, your application will be reviewed for sufficiency and processed. Then a Business Certificate invoice will be generated and you will be notified automatically via email.

21. After your application has been fully processed, you will receive an invoice to pay online via email. Visa®, Mastercard® and Discover® are accepted. At this time, American Express® and e-checks are not acceptable forms of payment. If writing a check, make it payable to the City of Winter Park, mail it to

401 S. Park Avenue, Winter Park, FL 32789, ATTN: Planning & Zoning Department, and include the invoice number in the memo line.

22. Upon payment (allow one business day for processing), return to your Dashboard and click **"My Licenses"**. Select your Business Certificate and click the blue printer icon in the top right of your screen to print your Business Certificate. Business Certificates are no longer mailed.



As a reminder, **ALL BUSINESS CERTIFICATES EXPIRE EVERY SEPTEMBER 30.** To renew your Business Certificate, please access our "How to RENEW Business Certificates Guide" at (cityofwinterpark.org/businesscertificate). For any additional questions you may have, a Frequently Asked Questions (FAQ) section is available at (cityofwinterpark.org/bcFAQ).

Your business is significant to our city's livelihood, prosperity, and sustainability. Thank you for providing services and products that continue to make the City of Winter Park the best place to live, work and play in Florida for today's residents and future generations.

Sincerely,

The City of Winter Park Business Certificates Office
licensing@cityofwinterpark.org

Required Documents List for Business Certificate Types:

License Type/Classification	Required Documents	If Applicable Documents
Alcoholic Beverage Certificate - Off Site	<ul style="list-style-type: none"> State of Florida Beverage License 	<ul style="list-style-type: none"> None
Alcoholic Beverage Certificate - On Site	<ul style="list-style-type: none"> State of Florida Beverage License 	<ul style="list-style-type: none"> None
Business Certificate - General	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Tax Exemption Proof
Business Certificate - Home-Based Business	<ul style="list-style-type: none"> Signed Home-Based Business Regulation Form 	<ul style="list-style-type: none"> Tax Exemption Proof
Business Certificate - Manufacturing/Fabrications/Auto-Related Services	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Tax Exemption Proof
Business Certificate - Professional Services (Licensed Establishment)	<ul style="list-style-type: none"> State Establishment License 	<ul style="list-style-type: none"> Tax Exemption Proof
Business Certificate - Professional Services (Licensed Individual)	<ul style="list-style-type: none"> State Individual License 	<ul style="list-style-type: none"> Tax Exemption Proof
Business Certificate - Restaurant/Food Establishment	<ul style="list-style-type: none"> State Restaurant License or FDA Permit Interior and Exterior Seating Layout Copy of Menu 	<ul style="list-style-type: none"> Tax Exemption Proof State Alcohol License
Business Certificate - Retail/Wholesale	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Tax Exemption Proof
Commercial Food Vending Permit - Mobile	<ul style="list-style-type: none"> DBPR License Photo of Vending Unit Plan for Signage Property Lease Agreement Proposed Layout/ Placement of Unit at Location Restroom Facility Agreement 	<ul style="list-style-type: none"> Tax Exemption Proof Food Handler's Certificate
Registered Waste Hauler Permit	<ul style="list-style-type: none"> Local Tax Receipt Proof of Liability Insurance 	<ul style="list-style-type: none"> Certification from EPA Fleet Inventory State Certificated Recycle Facility Letter Waste Hauler Reports
Sidewalk Café Seating (all the same)	<ul style="list-style-type: none"> Café Seating Layout Certificate of Liability Insurance Photographs of Café Seats/Table 	<ul style="list-style-type: none"> State Alcohol License State Restaurant License Adjacent Business Approval Letter if placing tables/chairs in front of adjacent property