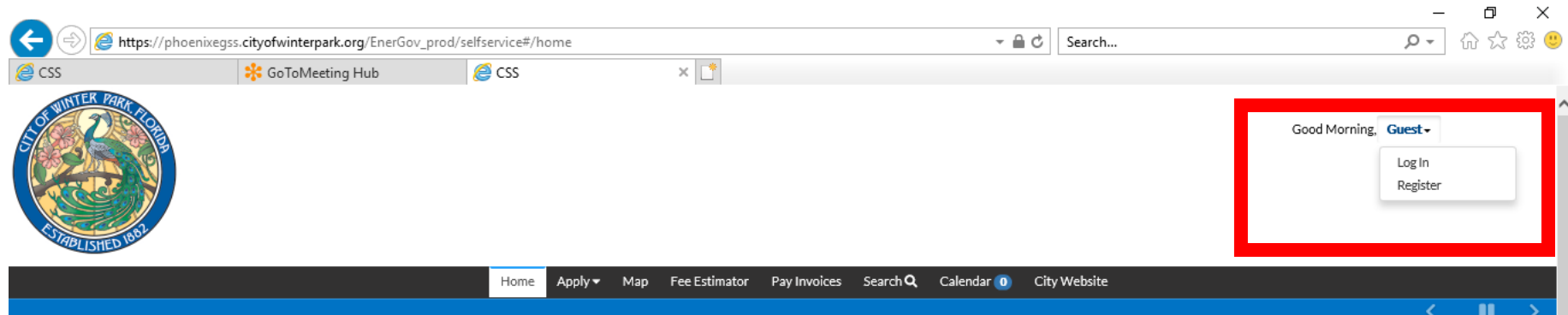


Applying for a Business Certificate

Step 1: Go to

https://phoenixegss.cityofwinterpark.org/EnerGov_prod/selfservice#/home

And Register-select in the top right corner

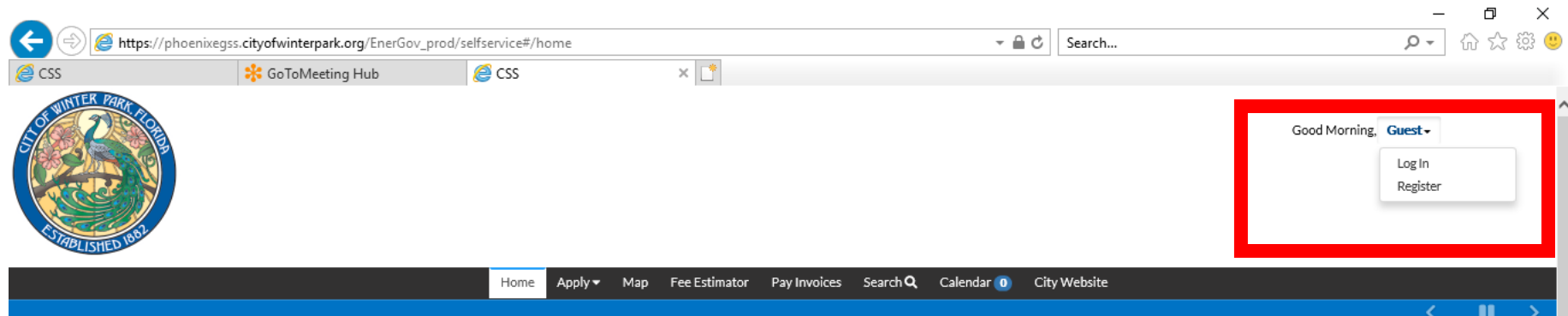


You will need a valid email address in order to register

Step 2: Login

https://phoenixegss.cityofwinterpark.org/EnerGov_prod/selfservice#/home

And Login



Use the Username and Password you just created

Step 3: Apply

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



Good Morning, [Guest](#)

[Home](#)

[Apply](#)

[Map](#)

[Fee Estimator](#)

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[Search](#)

[Calendar](#)

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PERMITS

- › Residential New Construction
- › Garage Sale
- › Solicitation Permit
- › Event Permit
- › Commercial New Construction
- › All (45)

PLANS

- › Board of Adjustments/Variance Application
- › Zoning Verification Letter
- › Conditional Use
- › Subdivision/Lot Split
- › Subdivision/Lot Split with Road Improvements
- › All (13)

BUSINESS CERTIFICATES

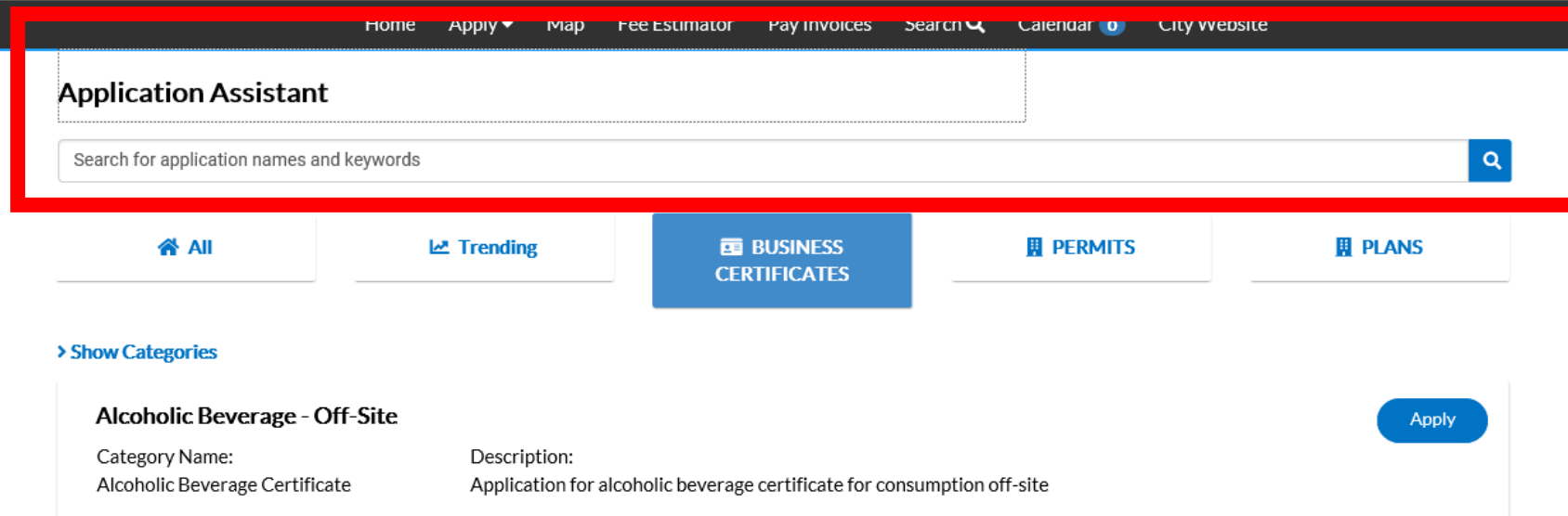
- › Park Avenue Merchant Employee Parking Program
- › Professional Services (Licensed Individual)
- › Professional Services (Licensed Establishment)
- › Home Based Business Certificate
- › General
- › All (18)

Step 3: Apply

Using the Search field you can search for application type by typing in keywords or you can scroll through the list



Good Morning, [Guest](#) ▾

A screenshot of a web application interface for finding services. A red rectangular box highlights the top section, which includes a navigation bar with links for Home, Apply, Map, Fee Estimator, Pay Invoices, Search, Calendar, and City website. Below the navigation bar is a search bar with the text "Application Assistant" and a search input field containing the placeholder "Search for application names and keywords" and a search icon. Below the search bar are five category buttons: "All", "Trending", "BUSINESS CERTIFICATES" (which is highlighted in blue), "PERMITS", and "PLANS". Below the category buttons is a link "> Show Categories". Below the "Show Categories" link is a list of application categories. The first category is "Alcoholic Beverage - Off-Site", which has a blue "Apply" button. Below the category name are two columns of text: "Category Name: Alcoholic Beverage Certificate" and "Description: Application for alcoholic beverage certificate for consumption off-site".

Home Apply ▾ Map Fee Estimator Pay Invoices Search 🗨 Calendar 📅 City website

Application Assistant

Search for application names and keywords 🔍

[🏠 All](#) [📈 Trending](#) **[📁 BUSINESS CERTIFICATES](#)** [📋 PERMITS](#) [📅 PLANS](#)

[> Show Categories](#)

Alcoholic Beverage - Off-Site [Apply](#)

Category Name: Alcoholic Beverage Certificate Description: Application for alcoholic beverage certificate for consumption off-site

Step 3: Apply

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

Professional Services (Licensed Establishment)

Apply

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).

Professional Services (Licensed Individual)

Apply

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.).

Step 4: 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

The image shows a two-page application process. The left page is titled "Apply for License - Professional Services (Licensed Individual)" and features a progress bar with four steps: "1 Locations", "2 Type", "3 Contacts", and "More". Below the progress bar, a "LOCATIONS" section contains a large blue button with a white plus sign, the text "Add Location", and "REQUIRED" at the bottom. The right page is the "Add Location" form, which includes a navigation bar with "Dashboard", "Home", "Apply", "View", and "M". A "Back to Application" link is at the top left. The form has two tabs: "Address" (selected) and "Parcel". Below the tabs, there is a field "Add Address As" with a "Location" dropdown menu. A "Search" button is positioned below this field. At the bottom, the "Address Information" section contains a search input field with the text "401 s park" and a blue search button.

Step 4: Add a location

Once the address is found select the add button. If you 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

Address Information

Search 

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 1 - 6 of 6 << < 1 > >>

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”

Address Information

Search 

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 1 - 6 of 6 << < 1 > >>

Step 5: Add Business Details

Complete all required field identified with “*”. This will differ depending on the business type. Once complete select the next button.

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

Apply for License - Professional Services (Licensed Individual) *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

BUSINESS DETAILS

* Company Type Business Certificate/Use Permit

* Company Name

Business Description

DBA

* Location

LICENSE DETAILS

* License Type Professional Services (Licensed Indi

Description

Back Create Template Save Draft **Next**

Step 6: 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

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

Apply for License - Professional Services (Licensed Individual) *REQUIRED

Locations Type **Contacts** More info Attachments Signature Review and Submit

CONTACTS

Owner
Penelope Peacock (You)
Penelope's Place
401 Park, Winter Park, FL,
32789

Applicant
Add Contact
REQUIRED

Applicant
Contractor
Manager
Other
Owner

Back Create Template Save Draft Next

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

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Q Calendar 0 City Website

[Back to Application](#)

Add Contact

Add Contact As Contractor

Search **Enter Manually** My Favorites

Enter Manually

* First Name

* Last Name

Company Name

Email

* Home Phone

* Mobile Phone

* Business Phone

Submit

Step 6: Add Contacts

Once all Contact have been added select the blue “Next” button

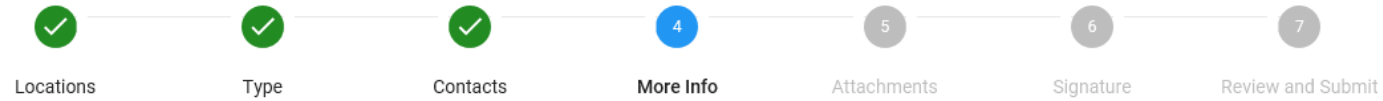
The screenshot shows a web application interface for applying for a license. At the top, a navigation bar includes links for Dashboard, Home, Apply, View, Map, Fee Estimator, Pay Invoices, Search, Calendar, and City Website. Below this, the page title is "Apply for License - Professional Services (Licensed Individual)" with a "REQUIRED" indicator. A progress bar shows seven steps: Locations (checked), Type (checked), Contacts (active), More Info, Attachments, Signature, and Review and Submit. The "CONTACTS" section displays three contact cards. The first card is for the "Owner", Penelope Peacock (You), with address 401 Park, Winter Park, FL, 32789. The second card is for "Applicant" with an "Add Contact" button and a "REQUIRED" label. The third card is for "Applicant" with a dropdown menu showing options: Applicant, Contractor, Manager, Other, and Owner, and a "+" button. At the bottom, there are buttons for "Back", "Create Template", "Save Draft", and "Next". The "Next" button is highlighted with a red box.

Step 7: More Info

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

Apply for License - Professional Services (Licensed Individual)

*REQUIRED



MORE INFO

BL - Business Certificate - Licensed Individual

[Next Section](#) | [Top](#) | [Main Menu](#)

*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: 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

The screenshot shows a web application interface for applying for a license. At the top, a navigation bar includes links for Dashboard, Home, Apply, View, Map, Fee Estimator, Pay Invoices, Search, Calendar, and City Website. Below this, the main heading is "Apply for License - Professional Services (Licensed Individual)" with a "REQUIRED" indicator. A progress bar shows seven steps: Locations, Type, Contacts, More Info, Attachments (current step, highlighted with a blue circle and number 5), Signature, and Review and Submit. The "Attachments" section is titled "Attachments" and contains two blue panels. The left panel is titled "Certification/State License Add Attachment" and lists supported file formats: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx. The right panel is titled "Add Attachment" and also lists supported file formats. Both panels have a large white plus sign and a "REQUIRED" label at the bottom. At the bottom of the page, there are buttons for "Back", "Create Template", "Save Draft", and "Next".

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

Apply for License - Professional Services (Licensed Individual) **REQUIRED**

Locations Type Contacts More Info **5** Attachments Signature Review and Submit

Attachments

Certification/State License Add Attachment

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

REQUIRED

Certification/State License Add Attachment

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

Back Create Template Save Draft Next

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.

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

Apply for License - Professional Services (Licensed Individual) REQUIRED

Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments 5 Signature 6 Review and Submit 7

Attachments



Certification/State License
dbpr cosmetology license.jpg
Size: 134.79 KB
[Remove](#)

Certification/State License

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

Step 8: Signature Agreement

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

Apply for License - Professional Services (Licensed Individual) *REQUIRED

Progress: ✓ Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments 6 Signature 7 Review and Submit

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 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.

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

Enable Type Signature

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.

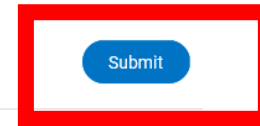
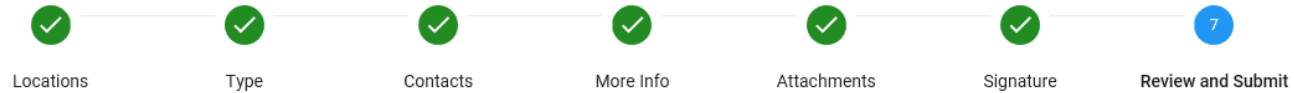


Good Morning, [Penelope Peacock](#) 0

- [Dashboard](#)
- [Home](#)
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- [Fee Estimator](#)
- [Pay Invoices](#)
- [Search](#)
- [Calendar](#)
- [City Website](#)

Apply for License - Professional Services (Licensed Individual)

REQUIRED



Locations

Location 316 N PARK AVE WINTER PARK, FL 32789

Parcel Number 302205940019250

Basic Info

Company Name Penelope's Place
Company Type Business Certificate/Use Permit
Business Description Hair Stylist

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.

[Continue to license](#)

Fees

\$0.00

[View Details](#)

[Add to Cart](#)