

BUSINESS TAX RECEIPT APPLICATION

NEW LICENSE
 NAME/ADDRESS CHANGE
 TRANSFER
 EXEMPT (PER FS 205.06)

BUSINESS NAME OR DBA:	
BUSINESS OWED BY (Company):	
BUSINESS OWNER NAME:	
BUSINESS ADDRESS:	
PROPOSED OPENING DATE OF BUSINESS:	
BUSINESS TYPE/CATEGORY:	

FEDERAL ID#:		STATE LICENSE# (SUNBIZ)	
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CONTACT INFORMATION

MAILING/BILLING ADDRESS:			
BUSINESS PHONE:			
ALT PHONE/EMERGENCY #:			
EMAIL:			

PROPERTY/OWNER INFORMATION

PROPERTY OWNER NAME/BUSINESS:	
PROPERTY OWNER CONTACT NUMBER:	
PREVIOUS USE OF PROPERTY:	

SUPPLEMENTAL BUSINESS INFORMATION

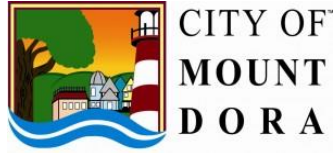
NUMBER OF EMPLOYEES:	
SQUARE FOOTAGE OF BUSINESS:	
NUMBER OF VENDING/GAMING MACHINES:	
WILL ALCOHOL BE SERVED ON THE PREMISES:	
NUMBER OF APARTMENTS/ROOMS/UNITS (IF APPLICABLE)	

APPLICANT'S SIGNATURE **DATE**

STATE OF FLORIDA
 COUNTY OF: LAKE
 The foregoing instrument was acknowledged before me via [] physical presence **OR** [] online notarizations
 this ____ day of _____, 20____, by _____.
 ___ Personally Known **OR** ___ Produced Identification, Type of identification produced: _____

(NOTARY SEAL)

 (Signature of Notary)



BUSINESS TAX RECEIPT CHECKLIST

The City of Mount Dora is a business friendly community. We are eager to help small business owners, as well as the corporate executive, succeed in opening a business. The below checklist is intended to assist with the process of applying for a Business Tax Receipt with the City of Mount Dora.

- ✓ Determine the type of business you want to open
- ✓ Research the zoning regulations to determine the allowable business types for the district
- ✓ Obtain necessary state and professional licenses - Before applying for a City Business Tax Receipt, the following information may be required if your business activity is regulated by any state and/or federal agency:
 - Day care, preschools and adoption agency certificates can be obtained through the [Florida Department of Children and Families](#).
 - Restaurants and mobile/perishable food carts must be inspected and licensed by the [Division of Hotel and Restaurant Commission](#) prior to obtaining a Business Tax Receipt.
 - Convenience/grocery stores, health clubs, automotive repair businesses, travel agencies, moving companies, bakeries, delicatessens or agriculture product licenses can be obtained through the [Department of Agriculture and Consumer Services](#).
 - Salons, accounting, real estate, or construction industry profession licenses can be obtained from the [Department of Business and Professional Regulations](#).
 - Finance, investments, mortgage and banking profession licenses can be obtained from the [Office of Financial Regulation](#).
 - State Sales Tax Numbers are issued by the [Florida Department of Revenue](#). The local office is located at [1904 Thomas Avenue, Leesburg, FL 34748](#). (352-315-4470)
 - A receipt may not be issued unless the Federal Employer Identification Number (FEIN) or Social Security Number is provided (s.205.0535 (5), F.S.)
 - To obtain an Individual Tax Identification Number (ITIN) or an FEIN please contact the [Internal Revenue Service](#).
- ✓ Obtain a Local Business Tax Receipt with the City of Mount Dora per Ordinance 26-120 standards. The following items are required at the time of application:
 - 1) Completed Application
 - 2) Application Fee
 - 3) Valid Driver's License
 - 4) Copies of State or Professional licenses pertaining to the nature of your business
 - 5) Additional Forms to be completed (as needed):
 - a. Landlord-Tenant Agreement
 - b. Supplemental Business Information
 - c. Guidelines for operating a Home-Based Business
 - 6) Prepare for necessary inspections (To insure that all commercial businesses meet life safety requirements, the Fire Department will complete inspections in accordance with the Florida Fire Prevention Code and the National Fire Prevention Code)

Additional Guidelines:

- ✓ Display Business Tax Receipt in a conspicuous and prominent location at the place of business
- ✓ All Vending Machines shall display the proper sticker or decal showing that the tax has been paid
- ✓ Verify that the local Police/Fire Department(s) have the following information on file for your business:
 1. Name/Number of Emergency Contact
 2. Name of Alarm Company
 3. Name of persons on-call who are authorized to enter the premises
- ✓ Any person engaging in or managing any business, occupation, or profession who does not pay the required Business Tax Receipt with the City of Mount Dora, unless exempt, within 150 days after the initial notice of tax due shall be subject to civil action, and a penalty of up to \$250,000.
- ✓ Revocation of a License – Per City of Mount Dora’s Ordinance 26.170 which states that “Such action may be taken if the licensee or any person doing business under this part so conducts such business that it becomes a nuisance or disturbs the peace, health, welfare, or safety of the citizens of the community”. The **City Manager is empowered to revoke any license** required by this part upon proper complaint and sufficient evidence to sustain the complaint.
- ✓ **The City of Mount Dora should be notified immediately of any change that requires modifying your Business Tax Receipt. This also includes closing your business. Non-renewal of your Business Tax Receipt does not remove you from the Tangible Personal Property Tax Roll.**

If you have any questions, please contact the Planning & Development Office at (352) 735-7112.



**BUSINESS TAX RECEIPT
FEE SCHEDULE**

The following applicable fees apply to Business Tax Receipts in the City of Mount Dora. All Business Tax Receipts expire on September 30th of each year. Invoices for renewals will be mailed on August 1st and payment is due no later than October 1st. After December 1st, late fees will apply.

**FEE SCHEDULE
(YEARLY COSTS)**

BUSINESS LICENSE/RENEWALS	\$ 30.00
AFTER APRIL 1ST	\$ 15.00
BUSINESS LICENSE (TRANSFERS)	\$ 3.00
ZONING REVIEW	
(HOME-BASED BUSINESS)	\$ 25.00
VENDING MACHINES	
GAMING MACHINES	\$ 30.00
DISTRIBUTOR MACHINES	\$ 30.00
TRADE MACHINE	\$ 30.00
MUSIC MACHINES	\$ 30.00
FIRE INSPECTION FEES (Initial & Annual Inspections)	
(COMMERCIAL & MULTI-FAMILY)	
UP TO 2000 SQ FT	\$ 50.00
UP TO 2001 to 4,000 SQ FT	\$ 125.00
4001 to 7500 SQ FT	\$ 150.00
7501 TO 15,000 SQ FT	\$ 200.00
OVER 15,001 SQ FT	\$ 250.00
RE-INSPECTION FEES (EA)	\$ 50.00

***The inspection of non-cooking vendors/booths less than 200 square feet vender/booth individual area, that are entirely within a primary building, will be inspected as part of that building. Business with cooking facilities will be charged standard fire inspection fee. Additionally, in the event multiple businesses are registered as having the same physical address, the fire inspection fees shall be charged only to the property owner and not to each tenant.*

In addition to the above Fire Inspection Fees, Federal, State and Other Agencies may require additional Fire Inspections to which Re-Inspections Fees will apply

LATE FEES

60 TO 90 DAYS	\$ 3.00	(After December 1st)
MORE THAN 90 DAYS	\$ 6.00	(After January 1st)
OVER 150 DAYS	See *Note	(After May 1st)

***NOTE:** *Payment not received after 150 days from the date of the initial notice of tax due and who does not obtain the required local Business Tax Receipt is subject to civil actions and penalties, including court costs, reasonable attorney's fees, additional administrative costs incurred as a result of collection efforts, and a penalty of up to \$250,000*