

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:			
FEDERAL ID#:		STATE LICENSE# (SUNBIZ)	

BUSINESS TYPE/CATEGORY: HOME-BASED BUSINESS

CONTACT INFORMATION

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

PROPERTY/OWNER INFORMATION (LEASED PROPERTIES)

PROPERTY OWNER NAME/BUSINESS:	
PROPERTY OWNER CONTACT NUMBER:	

Please attach a completed Notarized Letter of Approval and a signed copy of the Guidelines for Operating a Home-Based Business

SUPPLEMENTAL BUSINESS INFORMATION

NUMBER OF EMPLOYEES:	
SQUARE FOOTAGE OF BUSINESS:	
NUMBER OF VENDING/GAMING:	<i>COMMERCIAL BUSINESSES ONLY</i>
WILL ALCOHOL BE SERVED ON THE PREMISES:	
NUMBER OF APARTMENTS/ROOMS/UNITS (IF APPLICABLE)	

APPLICANT'S SIGNATURE

DATE

State of Florida

County of: Lake

This instrument was acknowledged before me this ____ day of _____, _____,

by _____ . _____ Personally Known

_____ Produced Identification

PLANNING & DEVELOPMENT OFFICE
 CITY HALL-510 N. BAKER STREET-MOUNT DORA, FLORIDA 32757
 PHONE 352-735-7112-PLANDEV@CITYOFMOUNTDORA.COM

(Signature of Notary)



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 4000 SQ FT	\$ 125.00
4001 to 7500 SQ FT	\$ 150.00
>7501 SQ FT	\$ 200.00
RE-INSPECTION FEES (EA)	\$ 50.00

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

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**CITY OF
MOUNT
DORA**

GUIDELINES FOR OPERATING A HOME-BASED BUSINESS

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

I, _____, agree to abide by the following conditions in order to operate a home-based business at the above reference location:

1. There shall be no advertising signs allowed on the property
2. Pick-up and delivery as well as vehicular and pedestrian traffic should not exceed normal traffic to and from other residences in the neighborhood
3. Only residents of the property shall be employed
4. The use shall not change the residential character of the structure or the neighborhood
5. All equipment to be used in the business must be stored off site
6. No adverse noise, light, or dirt impacts will be allowed
7. Home-based business will be subject to State and Local Sales Tax

APPLICANT'S SIGNATURE

DATE

State of Florida
County of: Lake

This instrument was acknowledged before me this ____ day of _____, _____,
by _____.

_____ Personally Known
_____ Produced Identification

(Signature of Notary)

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CITY HALL-510 N. BAKER STREET-MOUNT DORA, FLORIDA 32757
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CITY OF
MOUNT
D O R A

LANDLORD-TENANT BUSINESS OPERATING AGREEMENT

I, _____, hereinafter referred to as Tenant, will be applying for a local Business Tax Receipt to operate a business at the address listed below:

BUSINESS NAME: _____

ADDRESS: _____, Mount Dora, Florida.

I, _____, agree to abide by the following conditions in order to operate a home-based business at the above reference location:

1. There shall be no advertising signs allowed on the property
2. Pick-up and delivery as well as vehicular and pedestrian traffic should not exceed normal traffic to and from other residences in the neighborhood
3. Only residents of the property shall be employed
4. The use shall not change the residential character of the structure or the neighborhood
5. All equipment to be used in the business must be stored on site
6. No adverse noise, light, or dirt impacts will be allowed
7. Home-based business will be subject to State and Local Sales Tax

Landlord/Property Owner's Signature

Date

Landlord/Property Owner's Name

Tenant/Business Owner's Signature

Date

Tenant/Business Owner's Name

State of Florida
County of: Lake

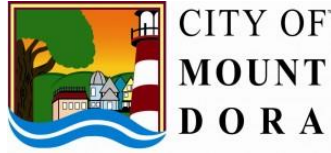
This instrument was acknowledged before me this ____ day of _____, _____,

by _____.

_____ Personally Known

_____ Produced Identification

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

- √ 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 County License, 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 [Lake County Business Tax Receipt](#). This can be obtained with the Lake County Tax Collector's Office located at 320 W. Main Street, Tavares, FL. For questions, please contact their office at (352) 343-9622 or refer to their website at:
http://www.laketax.com/business_tax_receipt/index.php
- √ 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 (Please note: Name and address must match County License)
 2. Application Fee
 3. Copy of current Lake County Business Tax Receipt
 4. Valid Driver's License

BUSINESS TAX RECEIPT CHECKLIST

5. Copies of State or Professional licenses pertaining to the nature of your business
6. Additional Forms to be Completed (as needed):
 - a. Landlord-Tenant Agreement
 - b. Supplemental Business Information
 - c. Guidelines for operating a Home-Based Business
7. 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 Lake County Tax Collector’s Office and 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.

Lake County (352) 343-9622

City of Mount Dora (352) 735-7112