



Local Business Tax Application

Town of Eatonville, 307 E. Kennedy Blvd., Eatonville, FL 32751, (407) 623-8900

TAX YEAR OCTOBER 1 – SEPTEMBER 30

FILING THIS APPLICATION FOR A LOCAL BUSINESS TAX DOES NOT ALLOW APPLICATION TO OPERATE OR ENGAGE IN ANY TYPE OF BUSINESS UNTIL LOCAL BUSINESS TAX RECEIPT HAS BEEN ISSUED. ANY PERSON, FIRM OR CORPORATION WHO ENGAGES IN ANY OCCUPATION, BUSINESS OR PROFESSION WITHOUT A LOCAL BUSINESS TAX RECEIPT SHALL BE SUBJECT TO PENALTIES IN ACCORDANCE WITH THE TOWN'S CODE.

Please TYPE or PRINT CLEARLY

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY. IF THIS IS A "NEW BUSINESS" _____ or a "TRANSFER OF AN EXISTING BUSINESS" _____ (Please check one)

- Name of Business _____
- Address of Business _____ Suite # _____ Telephone # _____
- Applicants Address _____
Street _____ City _____ State _____ Zip _____ Telephone # _____
- Owner's Address _____
Street _____ City _____ State _____ Zip _____ Telephone # _____
- Describe in detail the operation of business / profession at this location _____
Number of Seat (s) _____ Maximum Occupancy Load Allowed _____ Day Care Business: Number of Attendees/Staff _____
- Type of Business Equipment (non: Office) vehicles to be used, stored, or parked on site _____
- Number of Employees _____ Alarm System (Y) (N) _____ Total Square footage of Office/Warehouse _____
- Telephone Number where you can be reached to schedule Fire Inspection: _____
- Additional Requirements: State License(s) # _____ (attach copy)
Federal I.D # _____ (attach copy)
Fictitious Name registration # _____ (attach copy)
- Reason for Fictitious Name Exemption: Licensed Professional _____ First & Last Name Used in Business _____ Incorporated _____
- HOME OFFICE: I have read and understand the regulations and limitation set forth by the Town of Eatonville concerning Home Offices and my business shall meet said requirements. Yes _____ No _____
- Additional Information _____
- Parcel ID# of property Sec _____ Twp _____ Rng _____ S/D _____ Blk _____ Lot _____

Received: _____ Zoning: _____ [1]	Received: _____ [2]
Planning Department: _____ [Date]	[Date] [Coordinator]
Planning Department: Approved: _____ [Initial]	Local Business Tax # _____ Pending _____
Planning Department: *Denied: _____ [Initial & Attach Explanation]	Local Business Tax Fee: _____
*Will provide comments via written correspondence.	Date License: _____ [Date]
	Mailed: _____ [Date]
	Comments: _____

Signature of Applicant: _____ Date: _____

Ownership Information

Owners Name: _____ Title: _____

Address: _____

Phone Number: _____ D.O.B. _____ D.L. #: _____

Applicant Name (if other than owner): _____

Corporate and Partnership Information

Corporate Name: _____

Address: _____

Phone Number: _____ Alternant Number: _____

Corporate Document #: _____ (Attach Copy)

Officers or Partners:

Name: _____ Title: _____

Address: _____

Phone Number: _____ D.O.B. _____ D.L. #: _____

Name: _____ Title: _____

Address: _____

Phone Number: _____ D.O.B. _____ D.L. #: _____

Name: _____ Title: _____

Address: _____

Phone Number: _____ D.O.B. _____ D.L. #: _____

Name: _____ Title: _____

Address: _____

Phone Number: _____ D.O.B. _____ D.L. #: _____

*Per Section 205.0535(5) Florida Statutes

LOCAL BUSINESS TAX CODE REQUIREMENTS

Renewals:

All Local Business Tax expire September 30th. Renewal Notices are mailed August 1st and are due no later than October 1st. Each business is given an option of paying later with a delinquency penalty. In October the penalty is 10%; November 15%; December 20%; or January 25%. After February 1st an additional late payment penalty of \$25.00 will be applied to any unpaid license renewal. Failure to receive a renewal notice is not an excuse for nonpayment.

Changed:

Certain businesses, whose license tax is based on some type of variable such as number of workers, or dollar value of inventory, have to complete a **DECLARATION** form annually. Each April, the business will be mailed to a **DECLARATION** form. It must be completed and returned to the Town no later than June 1st. Failure to return the **DECLARATION OF INFORMATION** form by June 1st will result in a 25% penalty. This penalty will be added to next year's Local Business Tax fee(s). This penalty is in addition to any delinquent or late payment penalties. Licenses may be transferred into two ways.

1. To a new owner when there is a sale of the businesses; please submit the original license and evidence of the sale with a transfer fee of \$10.00.

Proration:

The Town of Eatonville prorates license fees for businesses starting on or after April 1st and before October 1st. The business pays half of the annual license fee. Prorated licenses are non-refundable and expires September 30th.

Inspection Information:

Often a prospective business site has deficiencies that must be corrected in order to meet City, County, State requirements. The general nature of the improvements that may be required include Building Structures, Electrical, Mechanical, Plumbing, Doorways, Fire Protection, Drainage, Sidewalk, Sanitation, Food Handling, Parking Areas, Landscaping, Sign Revisions, Traffic Hazards, and other items related to the specific business.

Fictitious Name:

As a prerequisite to receiving a local business tax or transferring a business license under Florida Statutes 205-043(2), the applicant or new owner must present to the County or Municipality that has jurisdiction to issue or transfer the license either:

1. A copy of the applicant or new owner current fictitious name registration, issued by the Division of Corporations of the Department of State; or
2. A written statement, signed by the applicant or new owner, which sets forth the reason that the applicant or new owner need not comply with the Fictitious Name Act.

TOWN OF EATONVILLE, FLORIDA
LOCAL BUSINESS TAX APPLICATION REQUIREMENTS

In addition to completing the application form, you must provide all of the applicable documentation and information noted below.

1. Site address of the proposed business. A post office box is not the site address of the business.
2. A copy of the applicant or new owner current fictitious name registration, issued by the Division of Corporations of the Department of State.
3. If the applicant is the owner of the property, a copy of the deed or a copy of the property record card for the site. The property record card is available either on-line at the Orange County Property Appraiser's website or from the downtown Orlando office of the Orange County Property Appraiser.
4. If the applicant or new business owner does not own the property, then a copy of the lease for commercial rental of the property must be provided with the application.
5. If the business is a corporation, a copy of the corporate registration with the State of Florida, Department of State, Division of Corporations. The corporation must be in good standing with the Corporations. The corporation must be in good standing with the Division of Corporations by filling its annual business report.
6. The original application form must be submitted to the Town of Eatonville with the documentation. A fax copy or an email copy is **NOT** valid.
7. A brief description of the nature of the business, the goods to be sold, days and hours of operation, and/or the charitable institution for which funds are solicited
8. A statement as to whether or not the applicant has been convicted of any crime, misdemeanor or violation or any municipal ordinance, the nature of the offense, and the punishment or penalty assessed for the violation.
9. Applicant(s) shall specify the area of town in which the proposed to conduct business. Peddlers may only operate in residentially zoned area of the Town.
10. A description of the proposed method for disposal of solid waste products at the end of each day.
11. The number and nature of all vehicles to be located on the property which may or may not be involved in this business.

All documents should be attached to the application at the time of submittal to the Town of Eatonville. Please be sure to include the name and telephone number of a contact person. **Applications submitted without the required documents will not be processed.**

If you have questions about the applicability of these requirements, please call at 407-623-8904, during regular business hours.