



## NEW BUSINESS CHECKLIST

- Seminole County Zoning, Building and Fire approval required, prior to conducting business.\***
- Seminole County Business Tax Receipt Application completed and signed by an owner, partner, or officer of the corporation, or LLC.
- A Social Security or Federal ID number (Required by FL Statute 205.0535-[6]).
- Florida Corporation Charter page (Required if the business is incorporated).
- Fictitious Name Registration issued by the Florida Department of State (Required if business uses a name other than the owner's legal name or a corporate name).
- If the business is located within the city limits of Lake Mary or Sanford, it is recommended that you obtain the City Business Tax Receipt prior to applying for the County Business Tax Receipt.
- Required Local, State or Federal license for regulated businesses as stated in the Seminole County Code.
- Bill of Sale and original (current year) Seminole County Business Tax Receipt (Required for the transfer of ownership of an existing business).
- Florida Sales Tax Number. (This is required by the Florida Department of Revenue. Your Seminole County Business Tax Receipt can be issued if you have not received the number, however, we strongly suggest that you make application to the Department of Revenue.)

**\*NOTICE: CONTACT THE SEMINOLE COUNTY PLANNING AND DEVELOPMENT DIVISION AT 407-665-7371 TO CHECK ZONING REQUIREMENTS FOR YOUR LOCATION. AFTER APPROVAL FROM THE SEMINOLE COUNTY PLANNING AND DEVELOPMENT, IT IS THE RESPONSIBILITY OF THE BUSINESS OWNER TO RECEIVE APPROVAL FROM THE SEMINOLE COUNTY BUILDING DIVISION 407-665-7050 TO DETERMINE IF A PERMIT WILL BE REQUIRED FOR ANY MODIFICATIONS TO THE SPACE AND/OR CHANGE IN OCCUPANCY. A FIRE INSPECTION IS REQUIRED PRIOR TO COMMENCING BUSINESS. PLEASE CALL 407-665-7422 OR EMAIL [SCFDINSPECTIONS@SEMINOLECOUNTYFL.GOV](mailto:SCFDINSPECTIONS@SEMINOLECOUNTYFL.GOV) TO SCHEDULE AN INSPECTION.**

NOTE: SEMINOLE COUNTY ZONING RULES REQUIRE THE BUSINESS OWNER TO RESIDE AT THE LOCATION WHERE A RESIDENTIAL ADDRESS IS USED. PROOF OF RESIDENCY IS REQUIRED.

### **VERY IMPORTANT NOTE:**

All businesses within the state must file an annual **Tangible Personal Property Tax Return** with the County Property Appraiser on assets used in the operation of the business. You may visit the Seminole County Property Appraiser website [www.scpafl.org](http://www.scpafl.org) to download a sample return with general instructions. However, it is suggested that you contact the Property Appraiser's Office at 407-665-7582 for specific first time filing instructions.

If you have any questions regarding any of the requirements or the process of applying for a **Seminole County Business Tax Receipt**, please contact our office at 407-665-7637.

J.R. Kroll, Seminole County Tax Collector  
WELCOMES YOU!