



BUSINESS CHECKLIST

BEFORE applying, if your business is in Unincorporated Seminole County, you must:

- Call the Seminole County Planning and Development Division to check zoning requirements for your location at (407) 665-7371.
- Call the Seminole County Building Division to determine if a permit will be required at (407) 665-7050.
- Contact the Seminole County Fire Department to schedule a fire inspection at (407) 665-7422, email scfdinspections@seminolecountyfl.gov or complete an online request at <https://www.seminolecountyfl.gov/departments-services/fire-department/fire-prevention/fire-inspection-requests.stml>

What we'll need from you:

- The completed Seminole County Business Tax Receipt application, signed by an Owner, Partner, or Officer of the Corporation or LLC.
- Federal Tax ID Number (FEIN) or Social Security Number (Required by FL Statute 205.0535-[6])
- Sunbiz.org print out of your registered business (Corporation, LLC, LTD or Fictitious Name) if your business name is anything other than your legal first and last name.
- Proof of residency (if setting up business at a residential location in unincorporated Seminole County)
- Proof of licensure (if regulated profession)
- Copy of City Business Tax Receipt (if business is within city limits of Lake Mary or Sanford)
- Bill of Sale and current year/original Seminole County Business Tax Receipt (required for the transfer of ownership of an existing business).

Please refer to our Business Information Guide for detailed explanations on anything listed above and for local, state, and federal level resources.

This can be found on our website, www.seminolecounty.tax, along with our Business Tax Receipt Frequently Asked Questions section, and other helpful information.

If you have any further questions, please contact our office at (407) 665-7637.

After Applying:

NOTE: In addition to your Seminole County Business Tax Receipt, all businesses within the state must file a Tangible Personal Property Tax Return on assets used in the operation of the business.

We suggest you contact the Seminole County Property Appraiser's office for Tangible Personal Property Tax (TPP Tax) Filing Instructions. (407) 665-7582 | www.scpafl.org