



Business Information Guide

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SEMINOLECOUNTY.TAX

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Seminole County Business Information Guide

As a new business owner, there are many regulatory items you should know. This guide is just a brief introduction to the most common issues and should not be relied upon as an all inclusive document.

Special Notes:

- The Tax Collector **must be notified** of any business or mailing address change.
- If a change of business ownership has taken place, a signed bill of sale must be presented to the Tax Collector's office in order to transfer or renew the existing Business Tax Receipt.
- To conduct a "Going Out of Business Sale" you must obtain a permit. Call (407-665-7638) for more information or visit our website at www.seminolecounty.tax
- A fine of \$250 may be added to any county business tax receipt not obtained or renewed within 150 days of initial notice of tax due.

Local Level:

1. Business Tax Receipts are required and issued to businesses operating within the boundary of Seminole County. Businesses located within any of our 7 cities will also need a Business Tax Receipt from that city. The City Receipt should be obtained prior to the Seminole County Business Tax Receipt to assure approved proper local zoning.

Below are the seven city offices in Seminole County with addresses and phone numbers: **If your business is located within the cities of Altamonte Springs, Oviedo, or Longwood, you will be issued the city's business tax receipt.** They will also collect for the county portion within the respective City Hall:

Altamonte Springs	202 Newburyport Avenue	407-571-8116	businesstax@altamonte.org
Casselberry	95 Triplet Lake Drive	407-262-7700 (ext. 1104)	jdixon@casselberry.org
Longwood	174 W. Church Avenue	407-260-3442	kcyman@longwoodfl.org
Oviedo	400 Alexandria Blvd.	407-971-5775	businesslicenses@cityofoviedo.net
Winter Springs	1126 E SR 434	407-327-5963	customerservice@winterspringsfl.org
Lake Mary	100 N. Country Club Road	407-585-1415	btr@lakemaryfl.com
Sanford	300 N. Park Avenue	407-688-5057	joann.johnson@sanfordfl.gov

The fee for the Seminole County Business Tax Receipt is \$25 for non-regulated and \$45 for regulated entities. "Regulated" businesses are defined as those requiring local, state, professional, or federal license or certification. Regulated businesses will be required to show proof of all required regulatory licenses prior to being issued a Business Tax Receipt.

2. All Seminole County Business Tax Receipts expire September 30th of each year. Certain Business Tax Receipts issued by the County may be renewed online (www.seminolecounty.tax), by mail, or obtained at any of the following Tax Collector locations:

Sanford Branch	Casselberry Branch	Altamonte Branch	Oviedo Branch	Lake Mary Branch	Winter Springs Branch
1101 E First St	104 Wilshire Blvd	150 N Westmonte Dr	1490 Swanson Dr #100	845 Primera Blvd	1495 E SR 434
Sanford, FL 32771	Casselberry, FL 32707	Altamonte Springs, FL 32714	Oviedo, FL 32765	Lake Mary, FL 32746	Winter Springs, FL 32708