

How to obtain a Business Tax Receipt

1. Applying for a Business Tax Receipt:

First, you will need to submit required documents. A Business Tax Receipt application, a copy of registration with Florida Division of Corporations (Sunbiz.org), a copy of any state license (if applicable) and a copy of the Certificate of Occupancy if applicable.

Incomplete applications will not be accepted.

2. Complete Payment:

Once we have received a complete application, we will email you an invoice to make your payment online. The fees due will depend on the type of business and the size of your space.

3. Zoning Review:

Zoning will review the request to ensure that the type of business is a permitted use for the location. You will be contacted by email if there are any questions or if the use is not allowed.

4. Electrical Inspection:

An electrical inspection will be conducted if the power has been turned off for any amount of time.

5. Inspection Disapproval:

If the inspection fails, our inspector will give you time to bring the location into compliance. You can call our office when you are ready for your follow up inspection.

6. Inspection Approval:

When the inspector approves the location for power release, you may submit an application to Ocala Electric Utility for service.

7. Fire Safety Approval:

Once power has been released, the fire prevention team will contact you to complete a fire safety inspection. This may follow with annual or bi-annual fire safety inspections.

Other possible requirements prior to receiving a Business Tax Receipt

Contact the state Department of Business and Professional Regulation/Division of Hotels and Restaurants at 850-487-1395, or online: <http://www.myfloridalicense.com/dbpr/> for the following business types (list not all inclusive):

- Hot Food Sales
- Mobile Food Dispensing Vehicles
- Contractor Licensing
- Personal Service Licensing

Contact the Department of Health at 850-245-4444 to verify regulated business professions, or online: <http://www.floridahealth.gov/licensing-and-regulation/index.html>

Contact the Department of Agriculture at 850-245-5520 for the following business types (list not all inclusive), or online at <https://www.fdacs.gov>

- Motor Vehicle Repair
- Prepackaged Foods or Cold Food Items
- Health Studios (gym with equip)
- Travel Agents

For cooking items in your home, you will follow the Cottage Food Act. You can find information on this at <https://www.fdacs.gov/content/download/70108/file/CottageFoodOperations.pdf>

Not Sure if this Location is For You?: You may contact the Zoning department by completing our “Ask A Planner” section of our website. Zoning will review the request and reach out to you with confirmation of this request. <https://www.ocalafl.org/government/city-departments-a-h/growth-management/ask-a-planner>

Alcohol Permits: A separate permit is required for alcoholic beverage sales. You will need to be sure that you are submitting all applications together. We cannot accept an application for alcohol sales without a Business Tax Receipt Application and vice versa.

Professionals and Personal Services: If you are a state licensed professional or personal service provider, you are required to submit a separate Business Tax Receipt application.

****You can find all applications for BTR on our website! www.ocalafl.org ****

Other Helpful Information:

Permanent Signs requiring a permit:

- New building mounted signs with new framing or light box and new pole and monument signs
- Electrical work to existing and new signs
- LED scrolling text signs
- Signs erected that are secured in or to the ground, including signs mounted on wooden posts
- Directional signs, awnings used as signage, and Drive-thru menu boards

Temporary signs requiring a permit (for two-week periods and a max of 4 permits per year)

- Temporary flags
- Banners
- Inflatables

Other items requiring a permit:

- Electrical (Running new electrical lines)
- Plumbing (Relocating or installing new plumbing fixtures)
- HVAC (Ventilation for nail salons and other exhaust systems, mini split systems)
- Build (Moving or removing interior walls, replacing exterior doors and windows)
- Gas (Adding or moving gas lines)