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# Orange County Business Tax Receipt Zoning Approval Submittal Guide



**COVID-19 Responsa - Modified Services Information:** In an effort to slow the spread of COVID-19, Permitting Services inside the Orange County Government Administration Building is open by **appointment only** for informational meetings. Permitting Services is providing all development services electronically. For more details about the modified services provided by Orange County, please visit the Development Services Coronavirus Information Webpage.

**Important Notice About Spoofing/Phishing Attempts:** Please note that Orange County Division of Building Safety will never ask you for payment over the phone. We will always indicate that Fast Track is the fastest and most secure way to manage payments. To ensure you are speaking with an Orange County representative, you can always ask to call back in using our main number by dialing 407-836-5550. It is important to note that this number does not make outgoing calls.

HOME

SEARCH FOR:

- Development Cases
- Field Investigative Reports
- Hearings & Meetings
- Inspections
- Licensed Contractors / Agents
- Permits (All Types)
- Property (Address/Parcel)

VIDEOS:

- Video Resources

ACCOUNT SERVICES:

- Log In

LINKS:

- Impact Fee Calculator

NOTICE:

As Orange County strives to maintain high operational and security standards for our applications and servers, we have planned for **Fast Track website maintenance to occur the second Wednesday of every month at 6:00 a.m.** At that time, Fast Track servers may be briefly unavailable.

FAST TRACK ONLINE SERVICES

- Register
- Login
- Inspections
- Appointments
- Search Tools
- Training
- User Guide
- Survey

Fast Track - Open Government

1

Go to the Orange County Fast Track Online Services webpage and click the "Login" icon:

<https://fasttrack.ocfl.net/OnlineServices/>



HOME

SEARCH FOR:

- Development Cases
- Field Investigative Reports
- Hearings & Meetings
- Inspections
- Licensed Contractors / Agents
- Permits (All Types)
- Property (Address/Parcel)

VIDEOS:

- Video Resources

ACCOUNT SERVICES:

- Log In

LINKS:

- Impact Fee Calculator
- Permits & Licenses Info
- Planning & Development
- Forms, Fees & Resources
- OC Home (ocfl.net)
- OC Property Appraiser
- Unlicensed Contractor Information

Fast Track Member Services - Login

If you are experiencing problems using FastTrack, please clean out your browser history before logging in to our My Services area. If you have a problem logging in, contact us at 407-836-5522.

NOTICE:

As Orange County strives to maintain high operational and security standards for our applications and servers, we have planned for **Fast Track website maintenance to occur the second Wednesday of every month at 6:00 a.m.** At that time, Fast Track servers may be briefly unavailable.

LOGON (EXISTING USER)

USERNAME:  example: johnsmith@msc.com

PASSWORD:

Forget Password?

Login Sign Up

REGISTER AS A NEW USER

- Licensed Building Contractors - Download registration form with instructions
- Fire Protection System Contractors - View instructions and obtain necessary forms
- Non-Contractors - Request a (non-contractor) Fast Track account

2

If you already have a Fast Track user account, you can login to that account and skip to Step 8 of this guide. If you do not already have an account, click the "Sign Up" button to register a new account.



HOME

SEARCH FOR:

- Development Cases
- Field Investigative Reports
- Hearings & Meetings
- Inspections
- Licensed Contractors / Agents
- Permits (All Types)
- Property (Address/Parcel)

VIDEOS:

- Video Resources

ACCOUNT SERVICES:

- Log In

FAST TRACK USER REGISTRATION

- Property Owner:** I am a property owner doing work on my own property.
- Professional:** I am an architect, engineer, or other professional applying on behalf of a owner or developer.
- Licensed Contractor:** I am a licensed contractor or authorized individual who does work associated with a licensed contractor.

Start Registration Cancel

3

If you are applying for a BTR for a home-based business and you are the owner of the property - select "Property Owner". If you are not the property owner or are applying for any other type of BTR - select "Professional". In no scenario will you need to select "Licensed Contractor" as this does not apply to BTRs. Once you have selected the appropriate option - click "Start Registration".

# Orange County Business Tax Receipt Zoning Approval Submittal Guide

**FAST TRACK USER SIGN UP**

User Category/Orange County Division:  
Zoning/BZA

First Name: Nicolas MI: M Last Name: Thalmueller

Organization Name: My Business

Address:  
Street Number: 201 Street: S. Rosalind Ave City: Orlando

State: Florida Zip (5): 32801

Email address: Nicolas.Thalmueller@ocfl.net

Phone: 407-836-5956

Previously Associated Permits/Cases or any Additional Information:

(Please hit submit again after the User Response validation.)

4

On the Fast Track User Sign Up page - select "Zoning/BZA" from the user group dropdown list, and fill out the relevant information.

Then click "Submit" at the bottom of the page.

Are you human?

I'm not a robot

reCAPTCHA  
Privacy - Terms

5

Complete the captcha to confirm you are not, in fact, a robot.

Then click "Continue to Browse"

**FAST TRACK USER SIGN UP**

User Category/Orange County Division:  
Zoning/BZA

First Name: Nicolas MI: M Last Name: Thalmueller

Organization Name: My Business

Address:  
Street Number: 201 Street: S. Rosalind Ave City: Orlando

State: Florida Zip (5): 32801

Email address: Nicolas.Thalmueller@ocfl.net

Phone: 407-836-5956

Previously Associated Permits/Cases or any Additional Information:

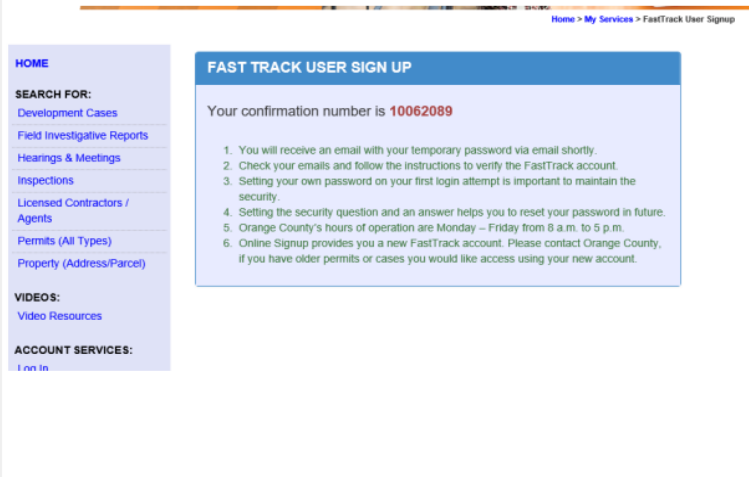
(Please hit submit again after the User Response validation.)

6

You will be returned to the User Sign Up page with the information you input in Step 4 of this guide.

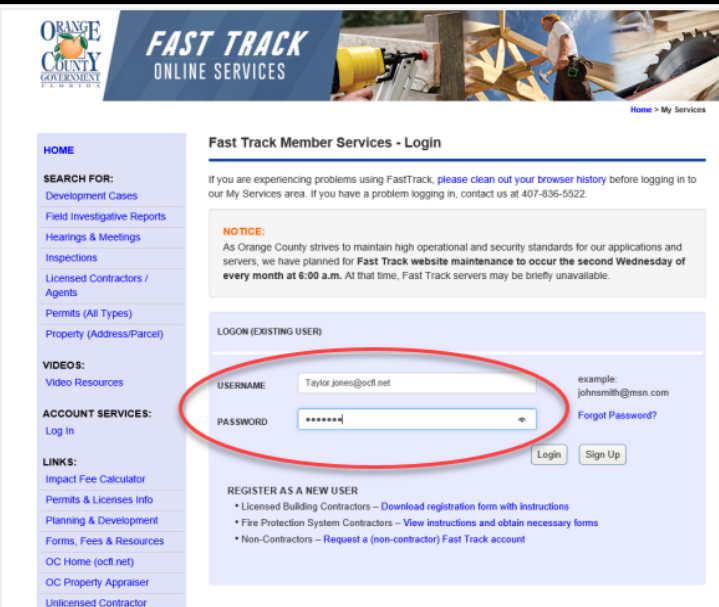
Once again, click "Submit" at the bottom of the page.

# Orange County Business Tax Receipt Zoning Approval Submittal Guide



7

Your confirmation number will appear here. You will also receive an email containing your temporary password and instructions on how to complete the registration.



8

Once you have registered, or if you already have an account - Navigate to the Fast Track Login page from Step 2 of this guide via this link:

<https://fasttrack.ocfl.net/OnlineServices/Login.aspx>



9

On the Fast Track My Services Dashboard - click the "Apply for Permits" icon.

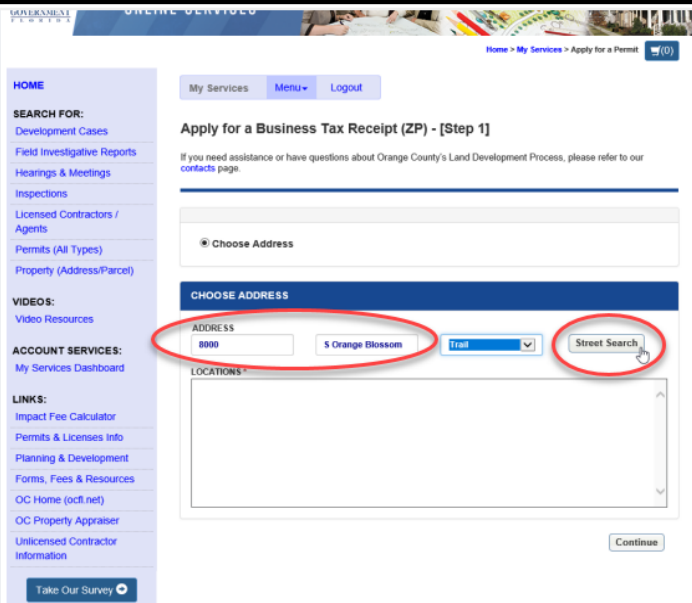
If you do not see the icons shown here - select the menu dropdown and select "Apply for Permits"

# Orange County Business Tax Receipt Zoning Approval Submittal Guide



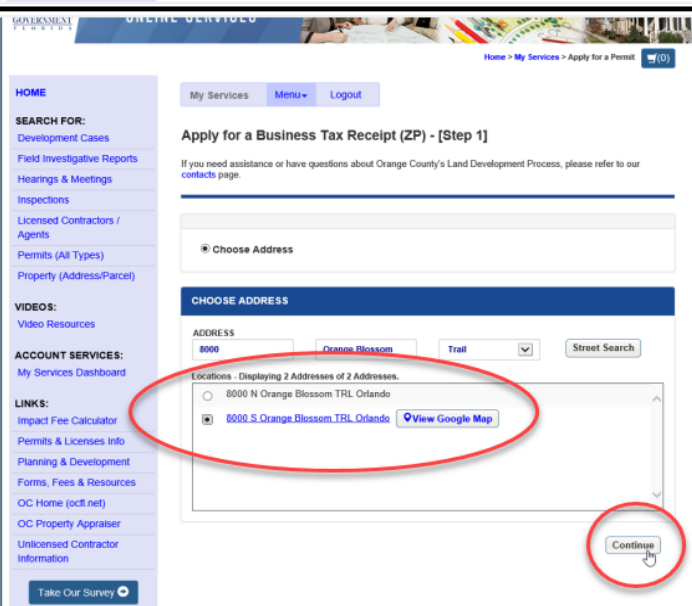
10

Select the "Business Tax Receipt" permit type.



11

On the page that comes up - Input the address of your business (where the business is located) - and click "Street Search".



12

The address will populate in the box below. If the address does not populate, please confirm you have correctly input the address.

Once the address populates - select the address and click "Continue".

# Orange County Business Tax Receipt Zoning Approval Submittal Guide

HOME

My Services Menu Logout

Apply for a Business Tax Receipt (ZP) - [Step 1]

If you need assistance or have questions about Orange County's Land Development Process, please refer to our contacts page.

**The parcel selected is not in Unincorporated Orange County or Edgewater.**

Choose Address

ADDRESS: 201 Rosalind Avenue Street Search

Locations - Displaying 1 Addresses of 1 Addresses.

201 S Rosalind AVE, Orlando View Google Map

Take Our Survey Continue

13

If the address is in another jurisdiction (such as within a City), you will receive this error message. If you see this, you will need to reach out to the jurisdiction that the property is within to process your BTR. The Orange County Zoning Division only processes BTR applications that are within Unincorporated Orange County's jurisdiction.

HOME

My Services Menu Logout

Apply for a Business Tax Receipt (ZP) - [Step 2]

If you need assistance or have questions about Orange County's Land Development Process, please refer to our contacts page.

ADDRESS / LOCATION

ADDRESS: 8000 S Orange Blossom Trl Orlando

CHOOSE ADDITIONAL TYPES

TYPE: BTR Business Tax Receipt WORK TYPE: Not Applicable

Continue

Take Our Survey

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Choose "BTR Business Tax Receipt" from the Type dropdown list and "Not Applicable" from the Work Type dropdown list.

Then click "Continue".

HOME

My Services Menu Logout

Apply for a Zoning Permits (ZP) - [Step 3]

If you need assistance in applying for a Zoning Permits, please contact the Zoning Division at Zoning@ocfl.net.

PERMIT TYPE	TYPE	WORK TYPE	PERMIT #	ADDRESS	APP DATE
Zoning Permits	BTR Business Tax Receipt		Z21006777	8000 S Orange Blossom Trl	10/27/2021

Nature of Business: Yoga instruction

PERMIT INFO

Application Info

Phone Number (BTR): 407.836.5943

Contact Email (use commas to separate): Nicolas.Thalmueller@ocfl.net

Business Name(DBA): My Business

Nature of Business (list all services provided): Yoga instruction

Do you own the property?  Yes  No

Zoning Info

Type of Business: Commercial from a Non-Residential District Home-Based Business

What is the square footage of the area within the residence that will be used for the home based business? 10

Number of Employees (including self) live at the residence? 1

How many employees who work at the residence DO NOT live at residence? 1

How many of the employees work off site (remotely from another location)? 1

Do any customers or patrons come to the residence?  Yes  No

Take Our Survey

15

Fill out the application and clarify the nature of the business, as well as the services rendered. Then choose the type from the "Type of Business" dropdown list.

If applying for a home-based business - fill out the information in the sections under Zoning Info. An employee, as applicable here, is anyone who works for the business.

# Orange County Business Tax Receipt Zoning Approval Submittal Guide

**PERMIT TYPE:**  
Development Cases  
Field Investigative Reports  
Hearings & Meetings  
Inspections  
Licensed Contractors / Agents  
Permits (All Types)  
Property (Address/Parcel)

**VIDEOS:**  
Video Resources

**ACCOUNT SERVICES:**  
My Services Dashboard

**LINKS:**  
Impact Fee Calculator  
Permits & Licenses Info  
Planning & Development  
Forms, Fees & Resources  
OC Home (ocfl.net)  
OC Property Appraiser  
Unlicensed Contractor Information

[Take Our Survey](#)

**Apply for a Zoning Permits (ZP) - [Step 3]**

If you need assistance in applying for a Zoning Permits, please contact the Zoning Division at [Zoning@ocfl.net](mailto:Zoning@ocfl.net).

**PERMIT DETAILS**

PERMIT TYPE	TYPE	WORK TYPE	PERMIT #	ADDRESS	APP DATE
Zoning Permits	BTR Business Tax Receipt		Z21006780	8000 S Orange Blossom Trl	10/28/2021

Nature of Business:

**PERMIT INFO**

**Application Info**

Phone Number (BTR):

Contact Email (use commas to separate):

Business Name(DBA):

Nature of Business (list all services provided):

Do you own the property?  Yes  No

**Zoning Info**

Type of Business:

What is the square footage of the area within the residence that will be used for the home based business?

Number of Employees (including self) live at the residence?

How many employees who work at the residence DO NOT live at residence?

How many of the employees work off-site (remotely from another location)?

Do any customers or patrons come to the residence?  Yes  No

16

If applying for a Commercial from a Non-Residential District BTR - the information in the Zoning Info section is not relevant, so just input "0" in the starred fields.

**Forms, Fees & Resources**  
OC Home (ocfl.net)  
OC Property Appraiser  
Unlicensed Contractor Information

[Take Our Survey](#)

Business Name(DBA):

Nature of Business (list all services provided):

Do you own the property?  Yes  No

**Zoning Info**

Type of Business:

What is the square footage of the area within the residence that will be used for the home based business?

Number of Employees (including self) live at the residence?

How many employees who work at the residence DO NOT live at residence?

How many of the employees work off-site (remotely from another location)?

Do any customers or patrons come to the residence?  Yes  No

**IMPORTANT: Please read the instructions below**

- A completed BTR - Zoning Review Form must be submitted as part of this application. A copy of this form can be found [here](#).
- The Orange County business tax receipt permit will not be issued until all applicable building permit requirements are completed. Please review the [Business Tax Receipt Instructions](#) for the complete process.

**Commercial from a Non-Residential District**  
This type of business is located in a non-residential district


**Home-Based Business**  
A business is considered a home-based business if it operates, in whole or in part, from a property with a residential zoning district. Home-based businesses are subject to Section 559.955, Florida Statutes.

**How to determine your Zoning District**  
To determine whether your business location is within a non-residential or residential zoning district please visit the [Zoning webpage](#) for a step-by-step guide on how to use our [InfoMap Interactive Mapping](#) tool to determine your zoning.

(Note: You are not done with this permit application until you submit it at the end of the process.) [Continue](#)

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Read the important information on this page and follow the instructions. Begin at item #1 by downloading and filling out the application form.

 **ORANGE COUNTY ZONING DIVISION**  
311 South Euclid Avenue, 1<sup>st</sup> Floor, Orlando, Florida 32801  
Phone: (407) 836-3111 Email: [Zoning@ocfl.net](mailto:Zoning@ocfl.net)  
[www.ocfl.net/ocfl](http://www.ocfl.net/ocfl)

**Business Tax Receipt - Zoning Approval Form**

The Zoning Division reserves the right to determine whether this application is complete and accurate.

**Part 1:**

Applicant (who is applying for approval):   
Applicant Phone number:  Applicant Email Address:   
Address of Business Location (where is the proposed business located):   
Name of Business:   
Nature of Business (What does your business do? Include all services that you provide):

**Part 2:**

What type of Business is proposed? Please check which one of the following types of business you are proposing (select only 1)

**Commercial/Office Business from Non-residential District**  
This type of business is located in a non-residential district

**Home-Based Business**  
This is a business that is based out of your home (where you live). This includes both home offices as well as mobile service type businesses. The activities of a home-based business are secondary to the property's primary use as a dwelling unit.

**The following conditions and restrictions apply to home based business:**

- Home based business shall comply with FS 559.955
- The parking of commercial and dual rear wheeled vehicles shall be prohibited at the location of the home based business
- Any auxiliary trailers or equipment used in conjunction with the home based business must not be visible from the street, or any abutting properties

If proposing a Home-Based Business, please provide the following information:

Are you the property owner? Yes  No

If you are not the property owner, and are only a lessee of property where the home-based business is located, the property owner will be required to sign, and have notarized, this application. See Part 4 of this application on Page 2.

An employee is anyone who works for the business, including independent contractors.  
How many total employees (including yourself):

9/2021

18

Fill out the application with the same information you input in Steps 15-16 of this guide. Remember to completely fill out both pages of the application.

# Orange County Business Tax Receipt Zoning Approval Submittal Guide

Take Our Survey

## Zoning Info

Type of Business: Home-Based Business

What is the square footage of the area within the residence that will be used for the home based business? 10

Number of Employees (including self) live at the residence? 1

How many employees who work at the residence DO NOT live at residence? 1

How many of the employees work off-site (remotely from another location)? 1

Do any customers or patrons come to the residence?  Yes  No

### IMPORTANT: Please read the instructions below.

1. A completed BTR - Zoning Review Form must be submitted as part of this application. A copy of this form can be found [here](#).
2. The Orange County business tax receipt permit will not be issued until all applicable building permit requirements are completed. Please review the [Business Tax Receipt instructions](#) for the complete process.

#### Commercial from a Non-Residential District

This type of business is located in a non-residential district

#### Home-Based Business

A business is considered a home-based business if it, operates, in whole or in part, from a property with a residential zoning district. Home-based businesses are subject to Section 559.955, Florida Statutes.

#### How to determine your Zoning District

To determine whether your business location is within a non-residential or residential zoning district please visit the [Zoning](#) webpage for a step-by-step guide on how to use our [InfoMap Interactive Mapping](#) tool to determine your zoning.

(Note: You are not done with this permit application until you submit it at the end of the process.)

Continue

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Once you have finished filling out the application - click "Continue" at the bottom of the FastTrack page.

ONLINE SERVICES

HOME

SEARCH FOR: Development Cases, Field Investigative Reports, Hearings & Meetings, Inspections, Licensed Contractors / Agents, Permits (All Types), Property (Address/Parcel)

VIDEOS: Video Resources

ACCOUNT SERVICES: My Services Dashboard

LINKS: Impact Fee Calculator, Permits & Licenses Info, Planning & Development, Forms, Fees & Resources, OC Home (ocfl.net), OC Property Appraiser, Unlicensed Contractor Information

My Services | Menu | Logout

### Apply for a Zoning Permits (ZP) - [Step 4]

If you need assistance in applying for a Zoning Permits, please contact the Zoning Division at [Zoning@ocfl.net](mailto:Zoning@ocfl.net)

PERMIT TYPE	TYPE	WORK TYPE	PERMIT #	ADDRESS	APP DATE
Zoning Permits	BTR Business Tax Receipt		Z21006777	8000 S Orange Blossom Trl	10/27/2021

**Document Upload - Important:**

- The following documents must be submitted in order for the application to be reviewed:
  - Business Tax Receipt - Zoning Review Form
  - For Home Based Businesses Only
    - Floor Plan showing the total square footage of the residence and the total square footage for the business operating within the residence.
    - If using areas outside of the residential home such as the yard or accessory structures, then a site plan clearly indicating all of the areas to be used for the business activities must also be provided.
    - Additional information may be required upon review of the request.
- File Name must start with: PD

**CHOOSE TYPE OF DOCUMENT(S) TO UPLOAD**

[E-Submittal Plans/Documents](#)  
(Plan files and related Plan Documents only)

Back | (Note: You are not done with this permit application until you submit it at the end of the process.) | Continue

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Now you will actually upload your application - and if applying for a home-based business, the additional required documentation.

To upload - click "E-Submittal Plans/Documents".

Upload Plans - Internet Explorer

### Upload plan files for Z21006777

- File Size: Maximum of 10 MB per file.
- File format: Only .pdf files are permitted.
- Index File: Must include Index File if uploading more than 30 files. Index page must include 'index' in name
- Number of Files: Maximum of 100 files can be uploaded at one time. (To add more, click the 'Upload Plan Files' link to launch the upload screen.)

UPLOAD FILES

Click here to choose files from your PC

OR

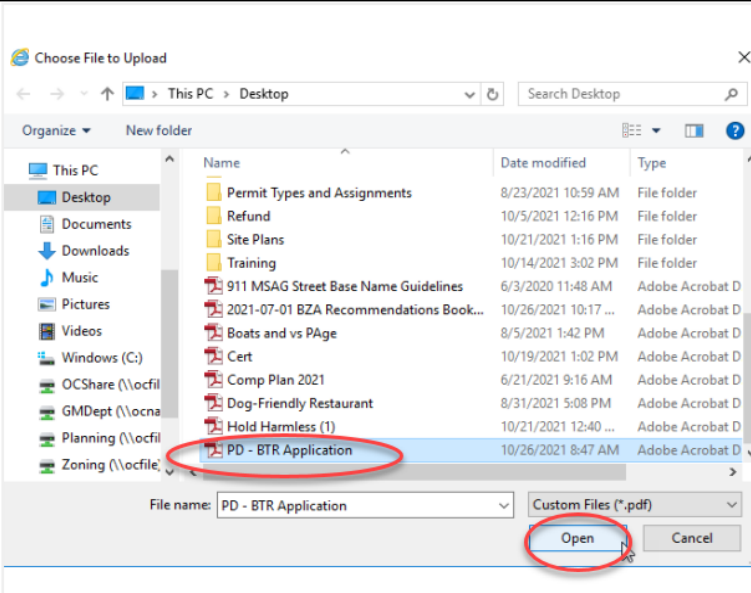
drag and drop your files here.

21

Click in the box to open your selection folder or drag the document from your desktop into the box. See step 22 for guidance on how the document files must be named.



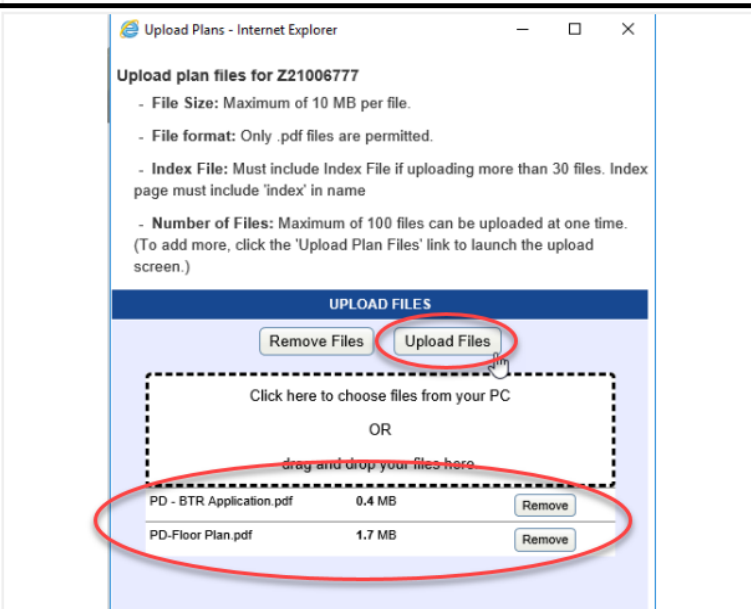
# Orange County Business Tax Receipt Zoning Approval Submittal Guide



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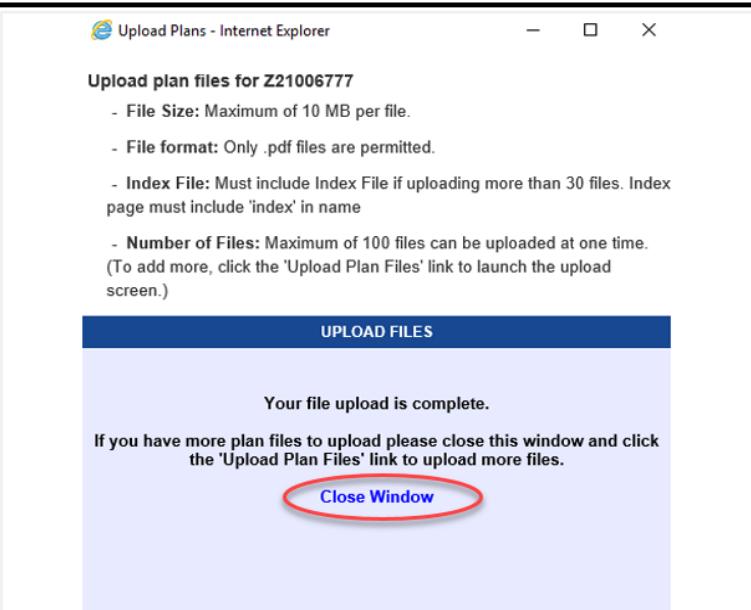
Make sure all document files you are submitting are named starting with "PD". For example: "PD - BTR Application" and "PD - Floor Plan".

Select the file to upload and click "open" to add the file.



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Once you have added all necessary files - click "Upload Files".



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If your files uploaded successfully - the window shown here will appear. Click "Close Window".

# Orange County Business Tax Receipt Zoning Approval Submittal Guide

**PERMIT TYPE** | **TYPE** | **WORK TYPE** | **PERMIT #** | **ADDRESS** | **APP DATE**

Zoning Permits	BTR Business Tax Receipt		Z21006777	8000 S Orange Blossom Trl	10/27/2021
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**Document Upload - Important:**

- The following documents must be submitted in order for the application to be reviewed:
  - Business Tax Receipt - Zoning Review Form
  - For Home Based Businesses Only
    - Floor Plan showing the total square footage of the residence and the total square footage for the business operations within the residence.
    - If using areas outside of the residential home such as the yard or accessory structures, then a site plan clearly indicating all of the areas to be used for the business activities must also be provided.
  - Additional information may be required upon review of the request.
- File Name must start with: PD

**CHOOSE TYPE OF DOCUMENT(S) TO UPLOAD**

E-Submittal Plans/Documents  
(Plan files and related Plan Documents only)

**UPLOADED FILES (Awaiting Verification):**

LATEST UPDATE	FILE INFO
10/27/21 11:30 AM	PD - BTR Application.pdf
10/27/21 11:30 AM	PD-Floor Plan.pdf

Back (Note: You are not done with this permit application until you submit it at the end of the process.) Continue

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Back at the Fast Track page from Step 19 of this guide, you will now see your files under "Uploaded Files".

At this point you have not yet completed the process. You still need to formally submit the application. Click "Continue" to proceed to the next step.

**VIDEOS:**  
Video Resources

**ACCOUNT SERVICES:**  
My Services Dashboard

**LINKS:**  
Impact Fee Calculator  
Permits & Licenses Info  
Planning & Development  
Forms, Fees & Resources  
OC Home (ocfl.net)  
OC Property Appraiser  
Unlicensed Contractor Information

**PLANS / Required Documentation (important)**

Be sure you have uploaded the required information before you finalize this application, at which time, the permit will be in a pending state preventing any further uploads. (The permit will be in a pending state once you "Submit Application" or complete payment on fees if they are due.)

**FEES (important)**

- Zoning Permits fees can be paid using the "Pay Applicable Fees" option below.
- Your application will not be reviewed until your fees have been paid.
- Please note that the fee is for the review of this request and is non-refundable and does not guarantee issuance of the business tax receipt, or Zoning Division's approval.
- If you would like to verify that the use is permitted prior to applying please email [Zoning@ocfl.net](mailto:Zoning@ocfl.net) or call 407-536-3111. Requests for review are not immediate and are processed in the order that they are received.

**SAVE (important)**

You may save all the information entered online, and this permit will remain in a status of "Internet Incomplete" for a maximum of 30 days. After 30 days, "Internet Incomplete" permit applications will be voided.

**FINALIZE APPLICATION**

By submitting this request, I ACKNOWLEDGE THAT :  
All information supplied on this application for a business tax receipt is true and correct. I also acknowledge the County's right to rescind approval and take any other legal means necessary in accordance with Orange County County's Code. Incorrect or incomplete information may delay the review and approval process.

Pay Applicable Fees  
 Save to Shopping Cart (Pay later.)  
 Save Application Information (Application is saved as "Internet Incomplete.")

Back Finish

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Please carefully read the important information on this page. Your application will not formally be submitted for review by the Zoning Division until you have paid the required application fees as described here.

**ORANGE COUNTY GOVERNMENT** **FAST TRACK ONLINE SERVICES**

Home > My Services > Shopping Cart > Pay Fees

My Services Menu Logout

**Pay Fees**

**FEES**

**PAY WITH CREDIT CARD: NO ESCROW ACCOUNT AVAILABLE**

Pay with Credit Card

**Fee information:**

ITEM	PERMIT/CASE/LICENSE #	TYPE	ADDRESS	FEES DETAILS	FEES DUE
(1)	Z21006777	Zoning Permits	8000 S Orange Blossom Trl	View	\$12.00
<b>TOTAL PAYMENT</b>					<b>\$12.00</b>

\* The fee above was calculated based on the scope of work or valuation except addressing where fees are evaluated per address requested.

Back Continue

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"Pay with Credit Card" will automatically be selected. Click "Continue" to proceed.

# Orange County Business Tax Receipt Zoning Approval Submittal Guide

ORANGE COUNTY GOVERNMENT FAST TRACK ONLINE SERVICES

Home > My Services > Shopping Cart > Pay Fees > By Credit Card

My Services Menu Logout

Pay Fees

CREDIT CARD PAYMENT

View Fee Details Total Payment \$12.00

Card Holder Information (First and Last Name)  
Nicolas Thalmueller

Card Holder Information (Email and Phone Number)  
nicolas.thalmueller@ocfl.net 407-836-5943

Card Holder Address (Credit Card Billing Address)  
123 Fake Street Florida 32804

Credit Card Information (Type, Card #, Expire Month and Year)  
Visa 3111111111111111 123 January 2020

After clicking the "Process the Payment" button, please do not leave the page or click the "Back" button. (Your Transaction Receipt should appear momentarily.)  
View Orange County's Privacy Policy

Terms and Conditions: As an authorized user of this account, I agree with the Orange County privacy policy and terms of use.

Process the Payment

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Input your payment information and click "Process the Payment".

ORANGE COUNTY GOVERNMENT FAST TRACK ONLINE SERVICES

Home > My Services > Shopping Cart > Pay Fees > Receipt

My Services Menu Logout

Transaction Receipt

Receipt Number: 4831275 Transaction Total: \$12.00 Transaction Date: 10/28/2021

View the printer-friendly (PDF) version of the Official Transaction Receipt.

Continue on to Dashboard

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Your application has now formally been submitted and is under review by staff.

cybersource  
A Visa Solution

## Receipt

Date: 28-10-2021  
Order Number: 238916

### Billing Information

Nicolas Thalmueller  
123 Fake Street  
Orlando  
FL  
US  
32803

[nicolas.thalmueller@ocfl.net](mailto:nicolas.thalmueller@ocfl.net)  
407-836-5943

### Payment Details

Visa  
xxxxxxxxxxxx1111

### Order Total

Total amount \$12.00

Please keep a copy of this receipt for your records

You will also receive a receipt email.

# Orange County Business Tax Receipt Zoning Approval Submittal Guide

**DETAILS FOR Z21006779**

Development Cases  
Field Investigative Reports  
Hearings & Meetings  
Inspections  
Licensed Contractors / Agents  
Permits (All Types)  
Property (Address/Parcel)  
VIDEO: Video Resources  
ACCOUNT SERVICES: My Services Dashboard  
LINKS: Impact Fee Calculator, Permits & Licenses Info, Planning & Development, Forms, Fees & Resources, OC Home (ocfl.net), OC Property Appraiser, Unlicensed Contractor Information

**Case Information:**

CASE#	APPLY DATE	NAME	STATUS	ISSUE DATE	EXPIRE DATE
Z21006779	10/28/21	8000 S Orange Blossom Trail	Internet Pending		04/28/22

**PERMIT INFORMATION:**

DESCRIPTION	INFORMATION
Application Info	
Phone Number	4073365943
Contractor License No.	
Contact Email (use commas to separate)	nicolas.thalmueller@ocfl.net
Business Name(DBA)	My Business
Nature of Business (list all services provided)	Yoga Instruction
Do you own the property?	YES

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While under review, the status of your application will read "Internet Pending".

Reply Thu 10/28/2021 6:56 AM noreply@ocfl.net USE Permit 821018902

Thank you for submitting an application for zoning review of your Business Tax Receipt (BTR) request with Orange County's Zoning Division. As part of our review, we have determined that a Use Permit is required in addition to your zoning permit for a BTR. For your convenience a Use Permit (821018902) has been generated for your business by the Division of Building Safety. All new businesses in Orange County require a Certificate of Occupancy, therefore a Use Permit is needed. Please login to your Fast Track account, find your Use Permit and complete the required fields with description of business type and business name including the DBA (doing business as), if applicable.

Once you have completed the required fields, please continue with submitting the application through our Fast Track online permitting portal.

This will place your permit into a status of "Internet pending". Please allow 24-48 hours for processing. Once the Use Permit is reviewed, approved, and paid for it will be issued for the next phase of the process which is the inspections phase. For questions regarding the Use Permit process please email [UsePermits@ocfl.net](mailto:UsePermits@ocfl.net). Please let us know when you would like to schedule your inspection via Fast Track Online. If an inspection is not scheduled within 5 business days from the date of Use Permit issuance one will be automatically scheduled for you. A Use Permit requires two inspection types

(1) a 300 Use Inspection and  
(2) a 500 Final Fire Inspection

Both inspections must be passed in order to obtain the Certificate of Occupancy. For a copy of the Certificate of Occupancy please email [BuildingRecords@ocfl.net](mailto:BuildingRecords@ocfl.net)

PLEASE NOTE: Florida has a very broad public records law (F. S. 119). All e-mails to and from County Officials are kept as a public record. Your e-mail communications, including your e-mail address may be disclosed to the public and media at any time.

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If you are applying for a BTR for a Commercial Business from a Non-Residential District, and a Use Permit is required, you will receive a second email with instructions to complete the Use Permit application in Fast Track.

**FAST TRACK ONLINE SERVICES**

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**Details for Z21006780**

Development Cases  
Field Investigative Reports  
Hearings & Meetings  
Inspections  
Licensed Contractors / Agents  
Permits (All Types)  
Property (Address/Parcel)  
VIDEO: Video Resources  
ACCOUNT SERVICES: My Services Dashboard  
LINKS: Impact Fee Calculator, Permits & Licenses Info, Planning & Development, Forms, Fees & Resources, OC Home (ocfl.net), OC Property Appraiser, Unlicensed Contractor Information

**Case Information:**

CASE#	APPLY DATE	NAME	STATUS	ISSUE DATE	EXPIRE DATE
Z21006780	10/28/21	MY RETAIL BUSINESS	Pending USE		04/28/22

**PERMIT INFORMATION:**

DESCRIPTION	INFORMATION
Application Info	
Phone Number	4073365943
Contractor License No.	
Contact Email (use commas to separate)	nicolas.thalmueller@ocfl.net
Business Name(DBA)	My Business
Nature of Business (list all services provided)	Yoga Instruction
Do you own the property?	YES

**SUB PERMITS:**

PERMIT#	APP. DATE	ISSUE DATE	STATUS
821018903	10/28/21		Internet Incomplete

**ASSOCIATED PROPERTY:**

ADDRESS	PARCEL
8000 S Orange Blossom Trl Orlando FL 32809	34-23-29-7268-00-500

**ASSOCIATED SUBDIVISION:**

NAME	SUB ID
PROSPER COLONY BLK E	34-23-29-7268

**ASSOCIATED RECORDS:**

CASE# AND NAME

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If a Use Permit is required, the BTR permit status will change to "Pending USE".

# Orange County Business Tax Receipt Zoning Approval Submittal Guide

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Details for Z21006779

**CASE INFORMATION:**

CASE#	APPLY DATE	NAME	STATUS	ISSUE DATE	EXPIRE DATE
Z21006779	10/28/21	MY BUSINESS	Complete		04/28/22

**PERMIT INFORMATION:**

TYPE	SUB TYPE	WORK TYPE
Zoning Permits	BTR Business Tax Receipt	

**ASSOCIATED PROPERTY:**

ADDRESS	PARCEL
8000 S Orange Blossom Trl Orlando FL 32809	34-23-29-7268-00-500

**ASSOCIATED SUBDIVISION:**

NAME	SUB ID
PROSPER COLONY BLK E	34-23-29-7268

**PEOPLE DETAILS:**

TYPE	NAME	ADDRESS
Applicant	orange county zoning test (taylor jones)	Phone: (407) 836-5944
Owner	AGRE ORLANDO SQUARE OWNER LLC	

**PERMIT INFORMATION:**

DESCRIPTION	INFO
Application info	
Phone Number	4078365943
Contractor License No.	

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Once staff has reviewed and approved your application, you must pay the fees and schedule inspections for the Use permit. Once inspections are passed and a Certificate of Occupancy is issued, the Zoning permit status will change to "Complete"

Note: If your Use permit is denied, you may be required to submit for a different type of permit.

**ORANGE COUNTY GOVERNMENT**

Date: 10/28/2021  
 Permit #: Z21006781  
 Parcel ID#: 34-23-29-7268-00-500  
 My Business  
 8000 S Orange Blossom Trl  
 Orlando FL 32809

The Orange County Zoning Division has approved this Business Tax Receipt application, based on the information that has been provided.

The Zoning Division approves this Business Tax Receipt for the following nature of work:  
**Retail**

Number of Employees (including self) living at the residence: 1  
 Number of Employees working at the residence who DO NOT live here: 1  
 Number of Employees working from off-site (remotely from another location): 1  
 Square footage of the area within the residence that will be used by Business: 10

And further has approved this business as **Home-Based Business**, from the address listed on this letter, subject to the following conditions (as acknowledged when submitting application):

-None Listed

And subject to all other applicable Orange County Codes.

ZONING DIVISION  
 201 South Rosalind Avenue, 1st Floor / Reply To: Post Office Box 2087 / Orlando, FL 32802 -2087  
 Telephone: 407-836-3111 / [orangecountyfl.net](mailto:orangecountyfl.net)

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If staff reviews and denies your BTR application, you will receive an email with the deficiency comments. You will need to revise your application based on these comments and resubmit through Fast Track. See the following steps for how to upload revised plans.

**ORANGE COUNTY GOVERNMENT**

**Zoning Permit Review Comments**

October 28, 2021  
 Permit No: Z21006781

The Orange County Zoning Division has reviewed your application for: Retail  
**Address:** 8000 S Orange Blossom Trl., Orlando, FL 32809

The following is a list of correction comments from all departments for the above referenced permit application. A contact is listed for each division, please direct your queries to each contact accordingly.

Please provide the following additional information.

**Zoning Review**

**Deficient**  
 BTR form is not signed by the property owner. Submit an updated application with owner, John Smith, signing page 2.

Please direct all questions of the Zoning Review to the below contact:  
 Taylor Jones - PH:407-836-5944 - [Taylor.jones@ocfl.net](mailto:Taylor.jones@ocfl.net)

# Orange County Business Tax Receipt Zoning Approval Submittal Guide

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Details for Z21006781

Attach a Document or Plan

**CASE INFORMATION:**

CASE#	APPLY DATE	NAME	STATUS	ISSUE DATE	EXPIRE DATE
Z21006781	10/28/21	MY BUSINESS	Review		04/28/22

**PERMIT INFORMATION:**

DESCRIPTION	INFORMATION
Application Info	
Phone Number	4078365943
Contractor License No.	

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After staff has denied an initial submittal, the case status will change to "Review".

To upload revised or new documents to satisfy the deficiency comments, click on "Attach a Document or Plan".

HOME > Permits All Types > Zoning Review > Details > Document and Plan Uploads

My Services Menu Logout

Documents for Z21006781

Registered users may upload new or revised Electronic Plans and associated plan-related documentation. Please review the following before submitting Electronic Plans:

- User Guide

**IMPORTANT!** All electronic files go through a pre-verification process. Any files that do not meet Orange County's electronic file requirements will be rejected. Use the links in this section to upload Plans and plan-related documentation (only). When you are finished uploading all of your plans and related documentation, you must click the "Submission Complete" button to begin the file-verification process.

**Electronic Plans & Related Documentation:**  
Upload E-Submittal Plans/Documents (Plan files and related Plan Documents only)

- View Permit Details

**PLANS & E-PROJECT DOCUMENTATION (Verified):**

LATEST UPDATE	FILE INFO
10/28/21 11:02 AM	PD - BTR Application.pdf <a href="#">Upload New Version</a>
10/28/21 11:02 AM	PD-Floor Plan.pdf <a href="#">Upload New Version</a>

**DOCUMENTS:**

DATE	DESCRIPTION	DOC TYPE	FILE TYPE
10/28/2021	Plan Review Deficiency Comments - Report.pdf	Correspondence	pdf

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If the deficiency comments direct you to revise one of the documents in your initial submittal - click "Upload New Version" next to that document and upload the plans through the standard upload process.

HOME > Permits All Types > Zoning Review > Details > Document and Plan Uploads

My Services Menu Logout

Documents for Z21006781

Registered users may upload new or revised Electronic Plans and associated plan-related documentation. Please review the following before submitting Electronic Plans:

- User Guide

**IMPORTANT!** All electronic files go through a pre-verification process. Any files that do not meet Orange County's electronic file requirements will be rejected. Use the links in this section to upload Plans and plan-related documentation (only). When you are finished uploading all of your plans and related documentation, you must click the "Submission Complete" button to begin the file-verification process.

**Electronic Plans & Related Documentation:**  
Upload E-Submittal Plans/Documents (Plan files and related Plan Documents only)

- View Permit Details

**PLANS & E-PROJECT DOCUMENTATION (Verified):**

LATEST UPDATE	FILE INFO
10/28/21 11:02 AM	PD - BTR Application.pdf <a href="#">Upload New Version</a>
10/28/21 11:02 AM	PD-Floor Plan.pdf <a href="#">Upload New Version</a>

**DOCUMENTS:**

DATE	DESCRIPTION	DOC TYPE	FILE TYPE
10/28/2021	Plan Review Deficiency Comments - Report.pdf	Correspondence	pdf

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If the deficiency comments direct you to upload additional documents click "Upload E-Submittal Plans/Documents" to upload the documents as described in Steps 20-24 of this guide.

# Orange County Business Tax Receipt Zoning Approval Submittal Guide

**FAST TRACK ONLINE SERVICES**

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**Documents for Z21006781**

Registered users may upload new or revised Electronic Plans and associated plan-related documentation. Please review the following before submitting Electronic Plans:

- User Guide

**IMPORTANT!** All electronic files go through a pre-verification process. Any files that do not meet Orange County's electronic file requirements will be rejected. Use the links in this section to upload Plans and plan-related documentation (only). When you are finished uploading all of your plans and related documentation, you must click the "Submission Complete" button to begin the file-verification process.

**Electronic Plans & Related Documentation:**  
Upload E-Submittal Plans/Documents (Plan files and related Plan Documents only)

**Submission Complete** (circled in red)

Note: You must push the "Submission Complete" button to notify Orange County when you are done uploading your plans and related documentation files.

**UPLOADED FILES (Awaiting Verification):**

LATEST UPDATE	FILE INFO
10/28/21 11:13 AM	PD - BTR Application.pdf

**PLANS & E-PROJECT DOCUMENTATION (Verified):**

LATEST UPDATE	FILE INFO	
10/28/21 11:02 AM	PD - BTR Application.pdf	Upload New Version
10/28/21 11:02 AM	PD-Floor Plan.pdf	Upload New Version

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After uploading the new or revised files click "Submission Complete".

**FAST TRACK ONLINE SERVICES**

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**Documents for Z21006781**

Registered users may upload new or revised Electronic Plans and associated plan-related documentation. Please review the following before submitting Electronic Plans:

Message from webpage: You have committed these plans for this round to be reviewed. Please do not refresh this page. (OK button circled in red)

**UPLOADED FILES (Awaiting Verification):**

LATEST UPDATE	FILE INFO
10/28/21 11:13 AM	PD - BTR Application.pdf

**PLANS & E-PROJECT DOCUMENTATION (Verified):**

LATEST UPDATE	FILE INFO	
10/28/21 11:02 AM	PD - BTR Application.pdf	Upload New Version
10/28/21 11:02 AM	PD-Floor Plan.pdf	Upload New Version

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A pop up window will tell you that you have submitted plans for a new review. Click "OK".

**FAST TRACK ONLINE SERVICES**

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**Details for Z21006781**

Case Information Table:

CASE#	APPLY DATE	NAME	STATUS	ISSUE DATE	EXPIRE DATE
Z21006781	10/28/21	MY BUSINESS	Review		04/28/22

Address: 8000 S Orange Blossom Trl Orlando FL 32809

Parcel: 34-23-29-7268-00-500

Associated Property Table:

ADDRESS	PARCEL
8000 S Orange Blossom Trl Orlando FL 32809	34-23-29-7268-00-500

Associated Subdivision Table:

NAME	SUB ID
PROSPER COLONY BLK E	34-23-29-7268

People Details Table:

TYPE	NAME	ADDRESS
Applicant	orange county zoning test (taylor jones)	Phone: (407) 836-5944
Owner	AGRE ORLANDO SQUARE OWNER LLC	

Permit Information Table:

DESCRIPTION	INFORMATION
Application Info	
Phone Number	4078365943
Contractor License No.	

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After your revised submittal is complete the case status will remain as "Review".

For commercial Businesses where a Use Permit is required - refer to Step 33 of this guide.

After Zoning staff completes their review and approves the request, and if required - the Use Permit process has been completed, the status will change to "Complete" and you will receive the approval email. As in Step 34 of this guide - take this email to the Orange County Tax Collector's office to complete the process and receive your BTR.