

Roadmap to Operating a Business **Orange County Development Services**

For additional online resources, please scan:





CREATE FAST TRACK ACCOUNT

Visit the *Fast Track* registration instructions page to get started. Please choose the 'Zoning/ BZA' category for your account. You will receive a temporary password via email. Once you login and change this password you are ready to use Fast Track.



ZONING REVIEW

Zoning will review your application. You will be contacted for any additional info. A building permit is required for new and existing buildings with alterations and a use permit is required for existing buildings with no alterations. Home based businesses without alterations do not require a building permit, move on to step 7.



COMPLETE INSPECTIONS, PAY FEES

Use Fast Track to schedule your inspections and pay for any additional fees. Use Fast Track to view your building inspector's progress on the way to your site and review the results of your inspections. Visit the *Fast Track* Video Resources page for more information.



CONTACT THE BUSINESS TAX OFFICE

Contact the Business Tax Department to obtain your business tax receipt. Once this has been issued, you will be all set to open the doors to your new Orange County business.

















APPLY FOR ZONING APPROVAL

Download and complete a **Business Tax** Receipt Zoning Approval Form and apply for a Business Tax Receipt permit on *Fast Track*. Upload the completed form as part of the online permit application and pay the non-refundable fee. The actual Business Tax Receipt is issued by the Orange County Tax Collector. Please visit this page for more information about the BTR process.

ASSOCIATED BUILDING & FIRE PERMITS

New construction: apply for a building permit and complete all inspections. **Existing structures without alterations** or change of occupancy: a Use Permit will be created in Fast Track. Login and complete the required permit information. **Existing structures with changes:** apply for an alteration permit and complete all inspections.

Most projects require fire permits and inspections.



CERTIFICATE OF OCCUPANCY ('C. of 0.')

After final inspection, release of all holds and payment of fees (additional impact fees may be due for a change of use), you will receive your 'C. of O.' For a copy of the Certificate of Occupancy, please email buildingrecords@ocfl.net.