



## Operating a Business in Orange County

### Business Tax Receipt and Certificate of Occupancy Instructions

Orange County Zoning Division will not accept Business Tax Receipt Applications in-person until further notice. Business Tax Receipt Applications must be submitted electronically to [Zoning@ocfl.net](mailto:Zoning@ocfl.net).

#### To submit electronically, please follow these steps:

**1. Apply for a Business Tax Receipt**

Download and complete the [Business Tax Receipt Application](#) from [OCTaxcol.com](http://OCTaxcol.com). Submit the completed Business Tax Receipt Application by email to [Zoning@ocfl.net](mailto:Zoning@ocfl.net). Please put 'BTR' in the subject line of the email and provide the Fast Track account email address in the body of the email.

**2. Review and Payment**

The Zoning Division will review your application. If any additional information or documentation is required, you will be contacted. Once approved, you will receive an email notifying you of approval with a link to create a Fast Track account.

**3. Create a Fast Track Account**

This is how you will pay the required fees. Create a Fast Track account, using the [online registration form](#). When creating your account, please choose the "Zoning/BZA" category.

#### **Steps 4-7 apply to Commercial Businesses only and not Home Based Businesses or Mobile Businesses**

**4. Associated Required Building Permit**

- New structure: Receive the Certificate of Occupancy at the end of the new construction process.
- Existing structure with no changes: A Use Permit will be created for you. Login to Fast Track and complete information under 'My Permits'.
- Existing structure with changes: Apply for an Interior and/or Exterior Alteration permit on Fast Track.

**5. Complete Inspections and Pay Fees**

Use Fast Track to schedule your inspections and pay for any additional fees. Use Fast Track to view your inspector's progress on the way to your site and review the results of your inspections.

**6. Receive Certificate of Occupancy**

After your final inspection has been completed for new construction or alterations or your USE and FIRE inspections have been completed for existing structures with no divisions holds on your Permit and no outstanding fees owed you will receive your 'C. of O.' For a copy of the 'C. of O.' please send a request to [buildingrecords@ocfl.net](mailto:buildingrecords@ocfl.net).

- 7.** After you have received approval from the Zoning Division, paid all of your fees, and received a 'C. of O.' from the Division of Building Safety, if applicable, you will then need to contact the Business Tax Department for further instruction. The Business Tax Department may be reached at 407-434-0312 option 2 for the business & property tax department.