

B. Business Tax Receipt – Code of Ordinances Section 86-221 thru 86-233

**Incomplete Applications will NOT be accepted
(BTR Fee will be additional, as determined by business type)**

If you are moving your business into an existing commercial business location, and your business type is different from the prior occupant, this could be deemed a “Change of Use” for purposes of the Florida Building Code. Compliance with Americans with Disabilities Act, Florida Building Code and Fire Prevention Code requirements as well as payment of Impact Fees may apply. Please contact the Building Department at (352) 483-5462 before entering into a lease/purchase agreement and/or occupying the space.

For All Applicants:

_____ Copy of Fictitious Name Registration and/or Corporation Documents (850) 245-6058 www.sunbiz.org. Division of Corporations, P.O. Box 6327, Tallahassee, FL 32314.

_____ Copy of State License (if applicable) (Ex. Agency for Health Care Admin., Dept. Agriculture & Consumer Services, Dept. Business & Professional Regulation, Florida Health Dept., etc.)

_____ Copy of Lake County Business Tax Receipt (352) 343-9602; www.laketax.com
320 West Main Street, Tavares.

_____ Application Form – Complete and Signed with required Documents.

_____ Application Fee \$10 (Business Tax is additional and ranges from \$25 to \$80 based on business type. See Schedule Below.)

For Mobile Food Vendors/Produce Stands Add:

_____ Letter of Permission from Property Owner.

_____ Site Plan Layout Sketch showing location of buildings, access drives, parking and proposed location of Food Truck/Produce Stand.

For Solicitor, Peddler, Canvasser Add:

_____ Home Solicitation Sale Permit through Lake County Clerk of Circuit Court.

For House Movers Add:

_____ Copy of \$5,000 (minimum) Bond.

For Rental Properties:

_____ Business Tax Receipt for each location.

_____ Business Tax Receipt for office location (\$40 in City limits/\$80 outside of Eustis city limits)

Tax Schedule:

Exempt	\$ 0.00
Home Occupation	\$25.00
All Other Businesses, Occupations & Professions	\$40.00
Mobile Vendors (participating in events only; no established permanent location)	\$40.00
Mobile Vendors, Roadside Vendors, Solicitors, Canvassers, Peddlers, and Out of City Businesses (includes insurance and real estate businesses)	\$80.00
Game Machines, Trade Machines, Vending Machines (each)	\$25.00

April 1st through June 30th – BTRs are 1/2 Price

Fire Inspection required for most businesses (fee is \$25.00) paid when BTR is issued.

***See reverse side for process information.**

Business Tax Receipt Process

1. Home Occupations: (Planning Review Only)

- Submit application to Development Services, 4 North Grove Street, Eustis (352) 483-5460 with required attachments and \$10 application fee.
- Development Services will strive to provide while you wait service. If possible, the BTR will be issued across the counter.
- If staff is not available to issue the BTR while you wait, Development Services will call the applicant when the BTR is ready to be issued. The applicant will then have the option to go to Customer Service at 10 South Eustis Street to pay the business tax and receive printed BTR or if payment was made when BTR was dropped off we can mail the BTR to the applicant.
- Note that the Fire Department reserves the right to inspect home occupation locations if it is deemed that flammable or hazardous materials are stored or used as part of business operations.

2. All Others: (Building and Planning Review & Fire Inspection)

- Submit application to Development Services, 4 North Grove Street, Eustis (352) 483-5460 with required attachments and \$10 application fee.
- If additional information is required, Planning will contact the applicant.
- Planning will contact applicant following their review and if approved, direct the applicant to schedule a fire inspection (352) 357-6585. Fire inspection fee is \$25 to be paid when BTR is issued.
- **It is your responsibility to schedule the fire inspection before your business opens (352) 357-6585.** The business establishment must be set-up like it is ready to open for the inspection to be completed. Information regarding the inspection can be found on the Pre-Inspection Checklist at http://www.eustis.org/forms/fire_preinspection.pdf
- If there are active building permits, the BTR will not have final approval until final inspections are completed.
- Planning/Development Services will call the applicant when the BTR is approved by all departments.
- Applicant will go to Customer Service at 10 South Eustis Street to pay the business tax, fire inspection fee and receive printed BTR.