

**CITY OF EUSTIS  
BUSINESS TAX RECEIPT REQUIREMENTS  
10 S. EUSTIS STREET  
EUSTIS, FL 32726  
(352) 589-4160**

Ordinance 86-222: Requires a Business Tax Receipt for each business location located within the City of Eustis. Any sign, advertisement, building occupancy, directory listing or activity indicating that a business, calling, profession or occupation is being conducted at a location with the city shall be prima facie evidence that the person is liable for a Business Tax Receipt. Additionally a one-time event permit will be required to obtain a special Business Tax Receipt to conduct temporary events.

1. Each business shall require a Business Tax Receipt application. The Application Fee for each Tax Receipt is \$10.00, to be paid at the time of application. ***Additionally a business tax is accessed. The amount is depended upon the type of business to be conducted. Call our office for the correct tax for your type of business.*** The fee can be paid at time of application or after the inspection process has been completed. **Home Businesses require a separate review process through Development Services.**
2. If you have not already obtained a county Business Tax Receipt, you will be required to submit this information prior to the final issuance of a City of Eustis license. The County Tax Collectors office is located at:

317 W. Main Street  
Tavares, FL  
(352) 343-9622

3. Before a business can open the applicant will have to pass certain inspections. Once the inspections are complete the Business Tax Receipt will be issued. The inspection process will include the following:

**A. Development Services:** The Development Services department will review the property address for proper land use classifications allowed for the location, Parking Availability, and Accessibility to Roads. A conditional use permit may be required depending on the property's land use. Home Businesses are considered a conditional use, and must meet specific criteria. The process can be completed administratively; however in some instances the process will require City Commission approval. For additional information or concerns contact them at:

4 N. Grove Street  
Eustis, FL 32726  
(352) 483-5460

**B. Building Department:** The Building department will review the property to ascertain the type of business going into the location. If it is a new business or a change in business they may require a walk through inspection to ensure the building codes are current. If you know the prior type of business at this location please indicate to help accelerate the review process. For additional information or concerns contact them at:

10 N. Grove Street  
Eustis, FL 32726  
(352) 483-5462

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(CONTINUED)**

**C. Fire Department:** The Fire Department will come out and make a physical inspection of the premises. You will need to make yourself available to help expedite this portion of the review process. This review is important to ensure that you and your customers are working and conducting business in a safe environment. Some of the more critical concerns of this inspection include:

1. Buildings are properly equipped with fire extinguishers, designed for the use intended. Location and height requirements are reviewed.
2. Storage areas are kept in a neat and orderly manner to ensure easy evacuation in case of emergency.
3. Building exterior doors and interior doors open freely.
4. Proper labeling of panel/fuse boxes.
5. Panel/fuse boxes must have unobstructed access.
6. Proper labeling of all exits.
7. Aisles are free of obstructions.
8. Ensure that the address has a proper recognizable 911 address.
9. Provide Florida Right-To-Know Law (FS 442), regarding toxic substances which may be in use on the premises.

In general a home business is not inspected. However, should the fire department see a potential problem they reserve the right to subject the property to an inspection.

For additional information or concerns contact them at:

100 West Norton Avenue  
Eustis, FL 32726  
(352) 357-6585

**D. Police Department:** The Police Department is interested in obtaining information about the business as it relates to possible emergency situations, which may arise. Some of the more critical information required includes:

1. Names and addresses of Emergency contacts
2. Is the premise protected with an alarm – Name, Address & Phone Number

For additional information or concerns contact them at:

51 East Norton Ave.  
Eustis, FL 32726  
(352) 483-5400

All reviews and inspections are performed to insure that you and your customers will continue to have a safe environment to conduct business for years to come. If you have any additional Business Tax Receipt questions or concerns call us at (352) 589-4160

**PLEASE NOTE: City Code Section 78-57 requires all occupants or owners of improved real property in the city to have solid waste collection and disposal services as provided by the City of its designated franchise or representative.**

**Owners or occupants of commercial property must contact Town & Country Refuse (787-4416) directly to obtain solid waste collection and disposal services.**