

Businesses Start-Up Check List



**City of Kissimmee
Development Services Department**

- **Checking the Zoning** of a property **prior to signing a lease or purchase** will help minimize any possible delays, costs or the inability to use the property due to improper zoning. Check to see if your use is a permitted or conditional use. A conditional use will require a public hearing and an additional fee. Call 407-518-2140 for more information or visit dibs.kissimmee.org
- **Check Building Regulations:** Check to see if any interior renovations or building permits are needed for the building for your specific type of business to operate. For more information call 407-518-2120.
- **Sign your Lease or Purchase agreement:** Sign only after all research has been completed, and you are sure the business will be able to operate at that location.
- **Register your Business:** The Florida Division of Corporations requires all business entities to be registered in order to do business in the state. It also requires registration of fictitious names and trademarks. Registering with the State of Florida is an easy process and may be done online. For information regarding the registration of your business or to file with the state, visit <http://sunbiz.org/startbus.html> .
- **Obtain a State License (if necessary):** Please contact the Florida Department of Business and Professional Regulations at 850-487-1395 to see if a state license is required for your business or visit: <http://www.myfloridalicense.com/dbpr/services.html> .
- **Obtain a Permit from the Health Department:** Any business engaging in food service, child care, or health care services must obtain a permit from the State Health Department. For more information on how to obtain a permit, visit <http://www.myfloridaeh.com/community/> .
- **Workers Compensation:** You may be required to provide Worker's Compensation coverage to your employees. For more information, please call the Florida Department of Labor and Employment Security at 850-413-1609 or visit: <http://www.myfloridacfo.com/wc/employer/index.html> .
- **Taxes:** For information on Federal and State Taxes visit: http://www.floridatrend.com/small_biz_article.asp?aID=52459
- **Apply for a Federal Employer Identification Number (EIN):** www.irs.gov
- **Apply for Alcohol License (if applicable):** To obtain an application from the State of Florida, visit: <http://www.myfloridalicense.com/dbpr/abt/ABTServices.html> or call 850-487-1395. Additional local laws apply. Call 407-518-2140 for local information.
- **Impact Fees:** Impact fees shall be due at time of permit issuance. To find out more information please contact Amy Carbajal at 407-518-2145 of the Development Services Planning Division for transportation impact fees; Dave Thomas or Robert Santiago at 407-944-5000 of the Toho Water Authority for water/sewer impact fees; Chris Crowe of the Osceola County School District at 407-518-2929 for school impact fees; and Dan Loubier of the City's Parks & Recreation Department at 407-518-2332 for recreation impact fees.
- **Certificate of Occupancy:** Once building construction for your property has been completed, impact fees have been paid, and a final building inspection has been performed by a City Building Inspector, a Certificate of Occupancy will be issued for your building. This allows you to legally occupy the building. For questions

regarding Certificates of Occupancy, please contact the City of Kissimmee Building Division at 407-518-2120.

- **Business Tax Receipt:** Obtaining a Business Tax Receipt is the final step in opening your business to the public. Any person pursuing a trade, business or vocation must obtain a Business Tax Receipt from both Osceola County and the City of Kissimmee prior to conducting business. These licenses must be renewed annually by September 30th and a license tax must be paid. A new Business Tax Receipt must also be obtained if the business will be transferring location or ownership, or if a separate branch location of the same business is opened. The application process will actually assist you in ensuring that all requirements have been met for your location, including the appropriate zoning for your type of business.
 - The following information is required to apply for a Business Tax Receipt:
 1. Application, signed and notarized
 2. Osceola County Business Tax Receipt
 3. Copy of lease agreement or proof of property ownership
 4. Fictitious name registration
 5. Sales Tax Number (Certificate of Registration) if business will collect sales tax.

For certain businesses, additional information and documents are required. Other businesses may require additional documentation as well. Please contact the Building Division at 407-518-2118. Visit http://www.kissimmee.org/ch_dept_devservices.aspx?id=81 for an online application. For information regarding an Osceola County License, contact the Osceola County Tax Collector at 407-742-4000.

- **Signage:** When the time arrives for you to open your doors to the public, it's important to realize that there are certain rules regulating how you can advertise your business. Before choosing permanent signage for your establishment, please consult the City's sign ordinance (14-2-150), available online at http://www.amlegal.com/kissimmee_fl/ or by contacting the Development Services Department. For properties in certain Overlay Districts, additional signage regulations may apply. Please contact the Development Services Department, Planning Division at 407-518-2140 for more information.
 - Some signs that are not allowed in Kissimmee include:
 - Animated or flashing signs, except those for message centers
 - Portable signs
 - Roof signs
 - Snipe signs (temporary signs)
 - Bunting, pennants, or streamers
 - If you have any question whether a sign is allowed, please contact the Development Services Department, Planning Division at 407-518-2140.

I. That's Good to Know

Below is a bit of helpful information that's good to know if you will be doing business in Kissimmee.

City of Kissimmee Boards and Commissions

City Commission

City Legislative Body
Contact: City Manager's Office 407-518-2300

Airport Advisory Board

Advise Staff/City Commission on Airport Development
Contact: Airport Management 407-846-4600

Community Redevelopment Agency

Governing board of the Redevelopment District
Contact: CRA Office 407-518-2586

Board of Adjustment

Hear Appeals to Land Development Code Variances
Contact: Development Services 407-518-2140

Building Trades and Examining Board

Review Building Codes and hear appeals
Contact: Building Department 407-518-2120

Code Enforcement Board

Rule on Allegations of City Code Violations
Contact: Code Enforcement 407-518-2133

Historic Preservation Board

Undertake measures relevant to the protection and enhancement of historic properties
Contact: Development Services 407-518-2140

Housing Advisory Board

Ensure compliance with Fair Housing Ordinance
Contact: Development Services 407-518-2140

Parks and Recreation Advisory Board

Advise Staff/City Commission on parks development and recreation programs
Contact: Parks and Recreation 407-518-2501

Planning Advisory Board

Reviews and provides recommendations on various development applications to the City Commission.
Contact: Development Services 407-518-2140

IMPORTANT NUMBERS/WEBSITES

Florida Department of Business and Professional Regulation: (850)487-1395
<http://www.myflorida.com/dbpr/>

United States Department of Labor: (866) 487-2365
<http://www.dol.gov/index.htm>

Electric/Water & Sewer:
Kissimmee Utility Authority: (407)933-7777
<http://www.kua.com/>

Gas:
Teco Peoples Gas: (877)832-6747
<http://www.peoplesgas.com/peoplesgas.cfm>

Garbage:
City of Kissimmee Sanitation Division:
(407)518-2507
www.kissimmee.org

Phone:
CentryLink: (800)339-1811
<http://www.centurylink.com/>

Cable:
Brighthouse: (407)847-8001
<http://cfl.mybighthouse.com/>

City of Kissimmee:

- Business Tax Receipts: (407)518-2118
- Permits/Licensing: (407)518-2120
- Inspections: (407)518-2597
- Planning: (407)518-2140
- Development Review and Zoning: (407)518-2146
- Economic Development Department: (407)518-2328
- Parks & Recreation: (407)518-2501
- Public Works/Engineering: (407)518-2170
- Community Redevelopment Agency: (407)518-2586

City of Kissimmee (cont)

- Code Enforcement (407)518-2133
- Police Department: (407)846-3333 (non-emergency)
- Fire Department: (407)518-2222

www.kissimmee.org

Chamber of Commerce: (407)847-3174
www.kissimmee.chamber.com

Downtown Kissimmee Area Council:
Contact: Robin Hughes (407)847-3174

Downtown Business Association:
Contact: Tom Lanier (407)933-5679

Osceola County Government:

- Building: (407)742-0200
- Planning: (407)742-0200
- Zoning: (407)742-0200
- Code Enforcement: (407)742-0200
- Clerk of Courts: (407)343-3500
- Occupational Licensing: (407)742-0200
- Public Safety: (407)343-7000
- Economic Development Department: (407)742-4200
- Osceola County Property Appraiser: (407)742-5000
- Florida Department of Motor Vehicles Osceola Office: (407)846-5230
- Osceola County Health Department: 407-742-8600
- Osceola County Tax Collector: 407-742-4000

www.osceola.org

Kissimmee Post Office: (800)275-8777

Small Business Administration: (800)827-5722

Better Business Bureau: (407)621-3300
www.orlando.bbb.org