The Business Tax Receipt (BTR), formally known as Occupational License, application is to be used for any person pursuing trade or business, work out of their home, rent a dwelling, or solicit within the City limits.

Before a City Business Tax Receipt can be issued, a business must meet all conditions required by the City, County, State, and/or Federal Agency regulations, which apply to that business or occupation. Many businesses are subject to zoning, building and development codes. It is strongly encouraged that you consult the City Development Services Planning Division at 407.518.2146 before signing any contract or starting any construction to verify that your business is appropriate for the property in question.

Most business tax fees are based on category of profession. In some cases, if a business performs several functions, it may also be necessary to acquire more than one BTR. To find out these fees or to inquire if you would need more than one license, please contact the Building Division at 407.518.2379.

The City issues Business Tax Receipts for a period of 1 year. BTR's must be renewed annually by September 30, and a license and fee must be paid. A new license 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. Note: It is the responsibility of the business owner to receive and renew a Business Tax Receipt annually. Failure to receive, maintain or renew a BTR is subject to late fees.

**Step 1 - Verify allowance and standards:** It is highly recommended to contact the Planning Division at 407.518.2146 to discuss allowance, applicable standards and process prior to submittal.

Please be sure to review all application and plan requirements to adequately determine what documents are necessary at time of submittal. If you are unsure or have questions regarding permits, please contact the Building Division at 407.518.2120.

**Step 2 - Application and Plan Requirements:** Complete the application in its entirety and create plan(s):

- Application for all BTR's are to include:
  - Authorization and/or lease from property owner to perform the proposed use at the location;
  - Kissimmee Police & Fire Department Emergency Contact Information form;
  - Memorandum of Understanding outlining window sign regulations;
  - If working from home (Home Industry) is proposed, Memo of Understanding form;
  - If vehicle-based mobile food sales is proposed, Memo of Understanding form;
  - If firm and/or professional who can prescribe medical prescriptions, Medical Affidavit;
  - Articles of Incorporation (if applicable)

**Step 3 - Submit:** Submit the application, associated documents and plans and review fees by one of the following ways:

- In Person: City Hall – Building Division, Suite 120 between the hours of 8 a.m. to 4 p.m. Monday - Friday
- By Mail: City of Kissimmee City Hall, 101 Church St., Suite 120 Building Division, Kissimmee, FL 34741
- By Email: permitting@kissimmee.org. Once received, a technician will contact the applicant for credit card payment prior to processing the application.

**Step 4 – Staff Review:** Staff will review the proposed request for compliance with City standards and will offer any applicable comments.

**Step 5 – License Issuance and Inspection:** Schedule an inspection with the Fire Department and obtain approval.
NEW BUSINESS OWNERS: New businesses must obtain their Local Business Tax Receipt prior to engaging in their enterprise. City of Kissimmee Local Business Tax Receipt fees are based on the business and their activities. Businesses seeking new Local Business Tax Receipt after March 31st, will pay a prorated tax fee. To apply for a Local Business Tax Receipt, please contact the City of Kissimmee Building Division at 407.518.2379, visit their office at 101 Church Street, Suite 120, or obtain an application by emailing permitting@kissimmee.org.

The information needed to obtain a Business Tax Receipt includes, but is not limited to the following items. Failure to submit necessary licensing and documentation could delay or deny your application.

► Businesses located in the City must also obtain an Osceola County Local Business Tax Receipt. For more information, please contact the Osceola County Tax Collector at 407.742.4000. www.osceolataxcollector.com/ol-info-guide.html
► Business name; Owner(s) or President’s Name; Mailing Address; Physical location of the business; Telephone Number(s); Federal ID Number; and a copy of the Fictitious Name Registration, where applicable.
► Proof of ownership and/or lease agreement.
► Businesses regulated by the State of Florida or other agencies, a copy of the documents provided by the state or agency, as proof of your compliance, will be required with your application for initial Local Business Tax Receipt. Verify if your business operations require licensing from the Department of Business and Professional Regulation (DBPR). 850.487.2252. www.myfloridalicense.com/dbpr/
Note: Registered or Certified Contractors, regulated by the Department of Business and Professional Regulation (DBPR), 850.487.2252, whose business location is not located with the City, would not be required to have a City Local Business Tax Receipt.
► If the business name used in your business, does not include the full first name, and last name of the business owner, the business name would be considered a Fictitious Name, and must be registered with the Florida Secretary of State’s Office, 850.245.6052. www.sunbiz.org/
Note: Corporations are registered with the Florida Secretary of State, for information call, 850.245.6052. Out of State corporations must register with the Secretary of State if they intend to use their corporate name. For information call 850.487.6051. www.sunbiz.org/
► Federal ID numbers are obtained from the US Internal Revenue Service. 1.800.829.3676 or 800.829.1040. www.irs.gov/
► Businesses that sell or serve food products must be inspected by either, the Florida Department of Agriculture & Consumer Services, 1.800.435.7352, www.freshfromflorida.com/ or The Florida Division of Hotel & Restaurant Commission, 850.487.1395, www.myfloridalicense.com/dbpr/hr/. This inspection must be prior to obtaining a City Local Business Tax Receipt.
► To obtain a Florida Sales Tax Number (resale number), contact the Florida Department of Revenue. 407.475.1200 or Tallahassee 1.800.352.3671. www.myflorida.com
► State licensing requirements can be obtained by calling the Consumer Services Department 1.800.435.7352. www.freshfromflorida.com/Divisions-Offices/Consumer-Services
► Other types of commercial businesses that must also obtain additional licenses and other documentation. Questions, please contact the Florida Department of Business & Professional Regulation at 850.487.1395:
  ➢ Assisted Living and Congregate Living Facilities: Requires License from the Florida Health Care Administration’s Adult Care Unit. 850.487.2515. www.ahca.myflorida.com/MCHQ/Health_Facility_Regulation/
  ➢ Attorneys and Lawyers: Requires a copy of Florida Bar Association. www.floridabar.org
  ➢ Barbers, Beauticians, and Cosmetologists:
    o Requires License from the Florida Department of Business & Professional Regulation: 850.488.5702. http://www.myfloridalicense.com/dbpr/hr/
    o NOTE: Each person engaged in professions or occupations that requires state licenses, registrations or certificates to conduct business, must apply for an individual Local Business Tax Receipt to perform work within the City limits.
  ➢ Bonding Agency/Bail Bondsman: Requires License from the Florida Department of Insurance. 850.413.3136. www.myfloridacfo.com/division/agents/
• **Child Care Facilities, Family Day Care Facilities, Group Care Homes, Nursing Homes:** Requires License from the Florida Department of Children & Families: 850.487.3166. [www.myffamilies.com](http://www.myffamilies.com)
  - A site sketch indicating the location and dimensions of the proposed sale and its relationship to any property lines, structure(s), parking space(s), drive aisle(s), closest fuel storage facility, closest restaurant, and closest school and church.

• **Fish Seafood Market and Wholesalers:** Requires License from the Florida Department of Agriculture and Consumer Services. 800.435.7352. [www.freshfromflorida.com/](http://www.freshfromflorida.com/)

• **Fortune Tellers & Palm Readers:**
  - Requires copy of a valid Driver’s License identifying residency of the State of Florida.
  - Requires a background check with the Florida Department of Law Enforcement. Complete and submit attached form & self-addressed stamped envelope to:
    - FDLE (Florida Department of Law Enforcement) - Attn: Criminal Record Inquiries
    - PO Box 1489
    - Tallahassee, FL 32302

• **Grocery/Convenience Store and the like:** Requires a Food Permit from the Florida Department of Agriculture. 800.435.7352. [www.freshfromflorida.com/](http://www.freshfromflorida.com/)

• **Gun Dealer:** Requires License from Florida Bureau of Alcohol, Tobacco & Firearms. 850.487.1395. [http://www.myfloridalicense.com/dbpr/abt/licenses.html](http://www.myfloridalicense.com/dbpr/abt/licenses.html)

• **Health Club and Physical Fitness Facilities:** Requires License from the Florida Department of Agriculture & Consumer Services: 800.435.7352. [www.freshfromflorida.com/](http://www.freshfromflorida.com/)

• **Hospitals:** Requires License from the Florida AHCA Bureau of Health Facility Regulations Hospital Unit. 850.487.2717. [http://ahca.myflorida.com/MCHQ/Health_Facility_Regulation/](http://ahca.myflorida.com/MCHQ/Health_Facility_Regulation/)

• **Hotels, Motels, Rooming Houses, & Apartments:**
  - Requires copy of the lease agreement.
  - Requires copy of the Articles of Corporation or a copy of the original Certificate of Fictitious Name: 850.245.6052. [www.sunbiz.org](http://www.sunbiz.org)
  - Requires the total number of units to be rented.

• **Insurance Agencies:** Requires registration with the Florida Department of Financial Services. 850.413.3137. [http://www.myfloridacfo.com/Division/Agents/Licensure/](http://www.myfloridacfo.com/Division/Agents/Licensure/)

• **Medical Professionals and Massage Therapy:** Requires License from the Florida Department of Health. 850.245.4444. [www.floridahealth.gov](http://www.floridahealth.gov)  NOTE: Each person engaged in professions or occupations that requires state licenses, registrations or certificates to conduct business, must apply for an individual Local Business Tax Receipt to perform work within the City limits.

• **Mobile Food Vendor/Peddler:**
  - Requires a Florida Division of Hotel & Restaurant License. 850.487.1395. [http://www.myfloridalicense.com/dbpr/hr/](http://www.myfloridalicense.com/dbpr/hr/)
  - Requires Articles of Incorporation, LLC or Fictitious Name. 850.245.6052. [www.sunbiz.org](http://www.sunbiz.org)
  - Requires a background check with the Florida Department of Law Enforcement. Complete and submit attached form & self-addressed stamped envelope to:
    - FDLE (Florida Department of Law Enforcement) - Attn: Criminal Record Inquiries
    - PO Box 1489
    - Tallahassee, FL 32302
  - Requires acknowledgment and submittal of the memorandum of understanding. See attached form.

• **Mobile Home Parks:** Requires License from the Florida Dept of Children & Families: 850.487.3166. [www.myffamilies.com](http://www.myffamilies.com)

• **Motor Vehicle Repair:** Contact the Florida Dept of Agriculture & Consumer Services: 800.435.7352. [www.freshfromflorida.com/](http://www.freshfromflorida.com/)
➢ **Motor Vehicle Dealer:** Requires a Dealer’s License from the Florida Department of Highway Safety & Motor Vehicles: 850.617.2000. [www.flhsmv.gov](http://www.flhsmv.gov)

➢ **Non-Profit Organizations:** Requires of 501(C)(3) Non-Profit Tax-Exempt status filed with the Internal Revenue Service: 1.800.829.3676 or 800.829.1040. [www.irs.gov](http://www.irs.gov)

➢ **Nursing Homes, Hospices and Convalescent Homes:** Requires License from the Florida Agency for Health Care Administration’s Long Term Care Unit: 850.488.5861. [http://ahca.myflorida.com](http://ahca.myflorida.com)

➢ **Pawnbrokers, Consignment Shops:**
  - Requires Secondhand Dealers License from the Florida Department of Revenue. 407.475.1200 or Tallahassee 1.800.352.3671. [www.myflorida.com](http://www.myflorida.com)
  - Requires a list of materials to be loaned upon, bought, sold or otherwise handled.

➢ **Real Estate Sales, Broker:** Requires Florida Division of Real Estate Commission Certificate: 407.245.0314. [http://www.myfloridalicense.com/dbpr/re/](http://www.myfloridalicense.com/dbpr/re/)

➢ **Restaurants, Bakeries, Caterers and other Dining Establishments:**
  - Requires a Florida Division of Hotel & Restaurant License. 850.487.1395. [http://www.myfloridalicense.com/dbpr/hr/](http://www.myfloridalicense.com/dbpr/hr/)
  - Requires Proof of Ownership or Lease Agreement.
  - Requires Articles of Incorporation, LLC or Fictitious Name. 850.245.6052. [www.sunbiz.org](http://www.sunbiz.org)
  - Requires Floor Plan & Seating Capacity Arrangement.
  - If alcohol is proposed:
    - Requires a Florida Division of Alcoholic Beverages and Tobacco License: 850.487.1395. [http://www.myfloridalicense.com/dbpr/abt/licenses.html](http://www.myfloridalicense.com/dbpr/abt/licenses.html)
    - Requires copy of the menu.

➢ **Telemarketers:** Contact the Florida Department of Agriculture & Consumer Services: 800.435.7352. [www.freshfromflorida.com](http://www.freshfromflorida.com)

➢ **Travel Agency, including independent travel consultants:** Contact the Florida Department of Agriculture & Consumer Services: 800.435.7352. [www.freshfromflorida.com](http://www.freshfromflorida.com/). NOTE: Each person engaged in professions or occupations that requires state licenses, registrations or certificates to conduct business, must apply for an individual Local Business Tax Receipt to perform work within the City limits.

➢ **Banks, Savings & Loans, Mortgage Brokers & Lenders, Security Brokers, and Securities Agents:** Requires Florida Department of Banking & Finances License. 850.410.9895 [www.flofr.com](http://www.flofr.com)

➢ **Wrecker Service (Home or Commercial):**
  - Must be listed on Kissimmee Police Department Wrecker Service List and proof of this must be submitted to the Building Division upon BTR submittal. 407.847.0176

➢ **Virtual Office:** If the business is to operate out of a home, please see Home Business. Otherwise select the classification that closely matches the type of business being operated.

**RENEWALS:** Business Tax Receipts expire annually on September 30 and must be renewed by October 1 to avoid penalties. Courtesy renewal invoices are mailed to the current mailing and email address on record. It is the responsibility of all businesses to maintain a valid BTR and renew their license annually. Failure to do so subjects the owner to late fees and closure of the business account.

**NO CHANGES TO YOUR BTR:** If there are NO CHANGES needed, renewals can be done by one of the following methods by September 30:

- Renew online at [www.online.kissimmee.org](http://www.online.kissimmee.org)
- Renew by mail by returning the LOWER portion of the BTR courtesy renewal invoice to City of Kissimmee Building Division, 101 Church St., Suite 120, Kissimmee, FL 34741-5054
- Renew in person at City Hall, Building Division located at 101 Church St., Suite 120, Kissimmee between the hours of 8 a.m. to 4 p.m. Monday – Friday.
- Renew by calling 407.518.2379 for Visa and Mastercard payments.
Changes to your BTR: If there are changes related to the business owner, location or business name, please contact the City of Kissimmee Building Division at 407.518.2379 to update your records.

No longer in business: If the business is no longer operational, please contact the City of Kissimmee Building Division at 407.518.2379 or permitting@kissimmee.org to close your account.

Home Businesses: If you are a homeowner who wishes to conduct business from your home, a Business Tax Receipt can be obtained by the following:
- Contact the City of Kissimmee Planning Division at 407.518.2146 to verify that you may be able to operate out of the home. Only certain types of businesses may be operated from the home. These regulations require the business to adhere to the following and a memorandum of understanding must be signed and submitted:
  - Must reside at the premises
  - Must be conducted entirely within the residence or accessory structure
  - Cannot have any client or customer presence on site
  - Cannot use employees or volunteers other than family members residing on premises
  - Cannot occupy more than 10% of the home, including storage
  - May not display signs advertising the business
  - May not use equipment not normally found within the household
  - Except for mail order, may not conduct sales or services on premises

Short Term Rentals: If you plan to rental a dwelling in a short term rental overlay district, a Business Tax Receipt can be obtained by the following:
- Contact the City of Kissimmee Planning Division at 407.518.2146 to verify that you may be able to rent the property for short term occupancy. Only properties within the Short Term Rental Overlay District and authorized by the properties Home Owner’s Association, if applicable, may rent to individuals for a period of less than 30 days. The following information is required to apply for a license:
  - Copy of the State Sales Tax ID certification. Documents that are not official and applications only cannot be accepted;
  - Copy of Florida Hotel & Motel License; and
  - Copy of lease or rental agreement from owner OR a notarized Power of Attorney from the homeowner.

Solicitors & Peddlers: If you wish to travel from place to place who takes or attempts to take orders for the sale of goods, merchandise, subscriptions or personal property of value, or solicit the sale of goods, a license is required.

The above list is provided a general overview of the minimum requirements and is not intended to be all inclusive of all ordinance and codes. Not all possible applications of the Local Business Tax Receipt requirements are discussed. For clarification of your individual circumstances, please contact the Building Division at 407.518.2379 or permitting@kissimmee.org. Please note: lack of information provided may constitute as an incomplete submittal, thus delaying the review process. For specifics or general questions, please visit our website at www.kissimmee.org, email us at permitting@kissimmee.org or call our Building Division at 407.518.2379.

<table>
<thead>
<tr>
<th>Project</th>
<th>Progressive Review Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Submittal of application and necessary documents</td>
<td></td>
</tr>
<tr>
<td>➢ Staff review *</td>
<td>0-3 days</td>
</tr>
<tr>
<td>➢ License issuance*</td>
<td>0-1 day</td>
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Approximate Time of Review Total 0-4 days *

* Estimations may vary. Review time is dependent upon request type, necessary revisions, resubmittals, inspections and any other required documentation.
| 1. BUSINESS NAME: |
| 2. DBA NAME: |
| 3. LOCATION OF BUSINESS: |
|   ADDRESS: | ZIP: |
|   PHONE #: | E-MAIL: |
| 4. BUSINESS OWNER: |
|   HOME ADDRESS: | CITY: | STATE: | ZIP: |
|   PHONE #: | E-MAIL: |
|   FEDERAL I.D. #: |
|   DATE OF BIRTH: | DRIVERS LICENSE #: | STATE: |
| 5. PROPERTY OWNER (If different than business owner): |
|   ADDRESS: | CITY: | STATE: | ZIP: |
|   PHONE #: | E-MAIL: |
| 6. IS THE APPLICATION FOR: (Check the one that applies) |
|   NEW BUSINESS | CHANGE OF BUSINESS NAME ONLY | TRANSFER OF OWNERSHIP ONLY |
|   TRANSFER OF BUSINESS LOCATION ONLY. WHAT WAS THE |
| 7. BUSINESS TYPE: (Check the appropriate business type and their respective subcategories for all those that apply. Please review each type carefully before making a selection). |
|   ABSTRACTOR OF TITLES |
|   ACCOUNTANTS (See Professions) |
|   ADVERTISING (Such as companies that sell, construct or install signs; print shop; billboard & motor vehicle advertising) |
|   COMPANY, AGENCY, INDIVIDUAL, OR PRINTSHOP |
|   OUTDOOR SIGNS & BILLBOARDS | HOW MANY SIGNS? |
|   MOTOR VEHICLE SIGNS & SOUND AMPLIFYING | HOW MANY VEHICLES? |
|   AGENTS/AGENCIES (Such as claims & collections, credit reporting and mercantile, employment, unions, and private detective) |
|   CLAIMS & COLLECTIONS. (Other than bankers and lawyers) |
|   CREDIT REPORTING & MERCANTILE |
|   EMPLOYMENT. (Including temporary labor & employment) |
|   PRIVATE DETECTIVE/AGENCY |
|   LEASING AGENCY/COMPANY |
|   MANAGEMENT COMPANY/AGENCY |
|   MARKETING AGENCY/COMPANY |
|   AGENTS/AGENCIES NOT OTHERWISE SPECIFIED |
HOW MANY VEHICLES?

HOW MANY TRAILERS?

HOW MANY VEHICLES?

HOW MANY VEHICLES?

HOW MANY TRUCKS?

NUMBER OF BUSES?

NUMBER OF RENTALS?

COMMERCIAL PARKING LOT OR VEHICULAR STORAGE YARD

VEHICLE REPAIR SHOP/GARAGE, SERVICE & REPLACEMENT OF PARTS/SHOP

WITH A LOCAL NEW CAR AGENCY

FERRIS WHEELS, MERRY-GO-ROUNDS, OR OTHER MAJOR RIDES

MINOR CHILDREN'S RIDES

MAJOR RIDES

SHOWS, CARNIVALS & THEATERS

GOLF DRIVING RANGES AND MINI-GOLF COURSES

GOLF CLUB & COURSE

RECREATIONAL FACILITIES INCLUDING SWIMMING POOLS, YACHT CLUBS, ETC.

GENERAL AUTO DEALER OF NEW/USED CARS, REPAIR & REPLACEMENT OF PARTS & OPERATION OF REPAIR DEPARTMENT

MOTORCYCLE AND/OR SCOOTER SALES, REPAIRS & RENTALS

MOTORCYCLE AND/OR SCOOTER REPAIRS ONLY

MOTORCYCLE RENTAL ONLY

NUMBER OF RENTALS:

DEALER IN SECONDDHAND OR REPOSESSED AUTOS OR TRUCKS WHEN BUSINESS IS NOT OWNED OR OPERATED IN CONJUNCTION WITH A LOCAL NEW CAR AGENCY

COMMERCIAL PARKING LOT OR VEHICULAR STORAGE YARD

HOW MANY VEHICLES:

CAR WASH (Seperate from other business)

VEHICLE REPAIR SHOP/GARAGE, SERVICE & REPLACEMENT OF PARTS/SHOP

TAXICABS, LIMOUSINES, SHUTTLES & OTHER VEHICLES WITH DRIVERS FOR HIRE

HOW MANY VEHICLES:

BUSES

NUMBER OF BUSES:

CAR/VEHICLE RENTALS

HOW MANY VEHICLES:

HOW MANY TRAILERS:

WRECKER AND/OR STORAGE YARDS

HOW MANY VEHICLES:

TRANSFER OR HAULING COMPANIES

HOW MANY TRUCKS:

AWNING MANUFACTURING (See Manufacturing)
BAKERIES
(Such as retail bakeries; wholesale bakeries and doughnut shops)
- RETAIL BAKERY
- WHOLESALE BAKERY
- DOUGHNUT/BAGEL SHOP

BANKS, BUILDING & LOAN ASSOCIATIONS
(Such as check advance, check cashing, money wiring & automated teller machines)

BARBERSHOPS & BEAUTY PALORS
(Shop and/or salon that include barbers, beauticians, cosmetologists, nail technicians, spas and tanning beds). Note each business and each barber/beautician must obtain a license.

BILLIARDS AND/OR POOL TABLES/HALLS

BIRD DEALER
BLUEPRINTING (See Map or Plat Makers)

BOAT RENTALS

BONDING COMPANIES OR BOND AGENTS

BOOKKEEPING SERVICES OR INCOME TAX SERVICE
(Such as tax/document preparation; notary & translation. Does not include those licensed as accountants or auditors)

BOOTBLACKS/SHOE REPAIR/CLEANING (NOT CONNECTED WITH ANY OTHER BUSINESS)

BOTTLING PLANT AND/OR DISTRIBUTORS OF BEVERAGES

BOWLING ALLEY
- BOXES OR CRATES (See Manufacturing)
- BRICK MANUFACTURING (See Manufacturing)
- BRICKLAYERS (See Contractors)

BROKERS
(Such as merchandise, stocks & bonds; flea and open air markets; and malls)
- INSURANCE (See Insurance)
- MERCHANDISE
  - REAL ESTATE (See Real Estate)
- STOCKS & BONDS
- FLEA & FARMER/OPEN AIR MARKETS
- MALLS

BUILDING AND LOAN ASSOCIATIONS (See Banks)
BUSES (See Automobile or Motor Vehicle Businesses)
BUSINESS SCHOOLS (See Schools)
CAFETERIAS (See Restaurants, Cafeterias or Dining Rooms)
CANNING PLANTS (See Manufacturing)
CARS (See Automobile or Motor Vehicle Businesses)
CESPOOLS & SEPTIC TANKS (Cleaning See Subcontractors. Manufacturing See Manufacturing)
CHEMISTS (See professions)
CHIROPRACTORS (See Professions)
CIRCUSES (See Shows)
CLAIMS & COLLECTIONS AGENTS (See Agents and Agencies)
COAL YARDS (See Wood & Coal Yards)

COIN OPERATED MACHINES
(Such as popcorn and/or peanut; amusement; music; vending; weighing & ride machines; or any other device which is set in motion or made or permitted to function by inserting a coin)
- POPCORN AND/OR PEANUT MACHINES
- AMUSEMENT & MUSIC MACHINES
- VENDING MACHINES
- WEIGHING MACHINES
- CHILDREN'S RIDE MACHINES
COLD STORAGE PLANTS

COMMERCIAL PHYSICAL CONTACT ESTABLISHMENTS

COMMERCIAL PRINTERS [See Manufacturing]
CONCESSION STANDS [See Shows]
CONCRETE [Manufacturing See Manufacturing, Workers See Contractors]
CONFECTIONERY MANUFACTURING [See Manufacturing]

CONTRACTORS [Such as firms; general contractors and subcontractors]

GENERAL CONTRACTOR [For Establishment Only. State card holder must obtain a city registration]

SUBCONTRACTOR [For Establishment Only. Each trade requires a separate BTR. Uses such as awnings; concrete, stone, brick; electrical; floor sanding & furnishing; HARV; insulation; landscape; lawn sprayer; masonry; neon signs; painters and paperhangers; paving; plasterers; heating system installers; plumbing; refrigerator & air conditioning; roofing; septic tanks; sheet metal & tin smith; tile & terrazzo; well drillers; wrecking; and others not specified]

COUNTERS & BOOTHS [See Shows]
CRATES [See Manufacturing]
CREDIT REPORTING & MERCHANTILE AGENCIES [See Agent or Agencies]

DANCE HALLS

DANCING SCHOOL [See Schools]

DECORATORS, BUNTING, FLATS AND/OR PENNANTS [Such as wedding party planners and supplies]

DELIVERY TRUCK/SHIPPING SERVICE

DENTAL LABORATORIES [See Laboratories]
DENTIST [See Professions]
DETECTIVE AGENCIES [See Agents or Agencies]
DINING ROOMS [See Restaurants, Cafeterias or Dining Rooms]

DIRECTORS

DIVINE HEALER

DOCTOR [See Professions]
DOG SHOWS [See Shows]
DRIVE-IN RESTAURANTS [See Restaurants, Cafeterias or Dining Rooms]
DRIVE-IN THEATERS [See Shows]
DRY CLEANING [See Laundries]
ELECTRICIANS [See Contractors]
EMPLOYMENT AGENCIES [See Agents or Agencies]
ENGINEERS, CIVIL AND CONSULTING [See Professions]
EXHIBITIONS [See Shows]

EXPRESS/MAIL COMPANIES

FERRIS WHEELS AND OTHER AMUSEMENT RIDING SERVICES [See Amusements]
FERTILIZER MANUFACTURING [See Manufacturing]
FILING (GAS) STATIONS [See Automobile or Motor Vehicle Businesses]

FILM OR PHOTOGRAPH DEVELOPING

FINANCE COMPANIES [See Loan and Finance Companies]

FIRE SALES (Non-Auctioned)
FLOOR SANDERS AND FINISHERS [See Contractors]

FLORIST AND/OR NURSERY

FORTUNE TELLER

FOUNDRIES [See Manufacturing]

FRUITS, VEGETABLES & FARM PRODUCTS

FUNERAL PARLORS/HOMES [See Undertaking Establishments]
FURNITURE REPAIRING [See Manufacturing]
GARAGES [See Automobile or Motor Vehicles Businesses]

GAS PROVIDERS [Such as Liquified Petroleum (LP) Dealers, Gas & Oil Wholesale Dealers]

GAS STATIONS WITH/WITHOUT ASSOCIATED RETAIL [See Automobile or Motor Vehicles Businesses]

HOW MANY VEHICLES?:

BTR Application

Revised: v6 09/08/2018
LIQUIFIED PETROLEUM (LP) GAS DEALERS AND DELIVERIES

GENERAL CONTRACTORS (See Contractors)

GAS STATIONS WITH/WITHOUT ASSOCIATED RETAIL (See Automobile or Motor Vehicle Businesses)

GRANITE WORKS (See Manufacturing)

HAULING COMPANIES (See Automobile or Motor Vehicle Businesses)

HEATING SYSTEM INSTALLERS (See Contractors)

HOME BUSINESS/INDUSTRY (Businesses that operate out of the home) Attached Memorandum of Understanding must be submitted

HOUSING (Such as rental of apartments, hotels, motels, homes, duplexes, triplexes, rooming & lodging house)

APARTMENT COMPLEX INCLUDING TRAILER PARK SPACES HOW MANY UNITS?:

HOTELS, MOTELS, ROOMING & LODGING HOUSES HOW MANY UNITS?:

RENTAL HOUSES, DUPLEXES & TRIPLEXES HOW MANY UNITS?:

SHORT TERM RENTAL HOW MANY UNITS?:

HOUSE MOVERS

HOSPITALS (Such as private facilities and animal hospitals). See Professions for nursing homes & in-home care

PRIVATE HOSPITAL HOW MANY BEDS?:

ANIMAL

HOTEL/MOTEL (See Housing)

ICE RETAIL DELIVERIES (See also Peddlers & Manufacturing)

ICE CREAM MANUFACTURING (See Manufacturing)

ICE CREAM VENDORS (See Itinerant Sales)

INSULATION INSTALLERS (See Contractors)

INSURANCE COMPANY/AGENT (Such as a company, firm or agent)

INSURANCE SOLICITOR EMPLOYED BY ANY AGENT OR FIRM (EACH) HOW MANY EMPLOYEES?:

INSURANCE COMPANY/FIRM

INTERIOR DECORATOR

IRON WORKS/MANUFACTURING (See Manufacturing)

ITINERANT SALES (Such as any person that does not have a shop/store within the city and goes from house to house repairing various item(s); any merchant/vendor who temporarily engage in the sale of goods and occupying any building for the same; and outdoor sales of holiday merchandise). See also Peddler

ANY PERSON THAT DOES NOT HAVE A SHOP/STORE WITHIN THE CITY & GOES FROM HOUSE TO HOUSE REPAIRING VARIOUS ITEMS (PER YEAR)

ANY MERCHANT/VENDOR WHO TEMPORARILY ENGAGE IN THE SALE OF GOODS, WARES & MERCHANDISE AND OCCUPY ANY BUILDING FOR THE SAME (PER MONTH)

OUTDOOR SALES OF HOLIDAY RELATED MERCHANDISE (PER MONTH)

JOB PRINTERS (See Manufacturing & also Newspapers)

JUICE PLANT (See Manufacturing)

JUNK DEALERS

KINDERGARTEN/SCHOOL (See Schools)

LABORATORIES (Such as Dental or Medical labs)

LANDSCAPERS (See Contractors)

LAUNDRIES (Such as self-service laundromats, dry cleaning establishment, diaper service, & carpet & rug cleaning). Also see Dry Cleaning

SELF-SERVICE LAUNDROMAT/DRY CLEANING ESTABLISHMENT/DIAPER SERVICE

BRANCH OFFICE

CARPET & RUG CLEANING

LAWN SPRAYERS (See Contractors)

LAWYERS (See Professions)
ALL OTHER. (Such as manufacturing of awnings, tents & pennants; boxes & crates; candy & confectionery; canning/juice plants; welding; cesspools/septic tanks; commercial & job printing; factories; concrete, brick, cement blocks & ornaments; clay; feed mill; fertilizer, foundaries & machine shops; furniture; ice cream; marble & granite works; mattress & pillows; metal/iron works; multigraph & mimeograph shops; neon signs; planning mill; plastics; repair shops not specified; sawmill; & wood treating)

MAP, PLAT MAKERS & BLUEPRINTING
MARBLE WORKS (See Manufacturing)
Masons (See Contractors)
MATTRESS FACTORIES (See Manufacturing)
MEDICAL LABORATORIES (See Laboratories)
MEDICINE VENDORS WITH SHOWS (See Shows)
MERCHANDISE BROKER (See Brokers)

MERCHANT (Such as any business that sells retail and/or wholesale). Restaurants see Restaurants. See also Itinerant
METAL & IRON WORKS (See Manufacturing)
METAL SMITH (See Contractors)

MILK & MILK PRODUCT DISTRIBUTORS
MIMEOGRAPH SHOP (See Manufacturing)
MINSTRELS (See Shows)

MISCELLANEOUS CONVENTION

MISCELLANEOUS OUTDOOR PROMOTION/SPECIAL EVENT
MOTEL/HOTEL (See Housing)
MOTOR VEHICLES (See Automobile & Motor Vehicle Business)
MOTORCYCLE/SCOOTER AGENCY/SALES/REPAIRS/RENTAL (See Automobile & Motor Vehicle Business)
MULTIGRAPH SHOP (See Manufacturing)
MUSIC LESSONS/INSTRUCTIONS/STUDIO (See Schools)
MUSIC MACHINES (See Coin-Operated Machines)
NEON SIGNS MANUFACTURING (See Manufacturing)

NEWSPAPERS (Such as printed and distributors)
DAILY & WEEKLY PRINTING
ADDITIONAL FOR JOB PRINTING
DISTRIBUTORS

NURSERY SCHOOL (See Schools)
NURSING HOME (See Sanitariums)
OIL DEALERS (See Gasoline & Oil Dealers)
OPTICIAN (See Merchants)
OSTEOPATHIC PHYSICIANS (See Professions)
PAINTERS (See Contractors)
PAPERHANGERS (See Contractors)
PARADES (See Shows)
PARKING LOTS (See Automobile & Motor Vehicle Business)

PAWNSHOPS OR LOAN AGENCY WHERE PERSONAL PROPERTY IS TAKEN AS SECURITY

PEDDLERS & SOLICITORS (Such as any person going from door to door or place to place selling goods, soliciting sales, taking orders, receiving money or things of value).
COUNTY RESIDENT PEDDLING MERCHANDISE
HOW MANY VEHICLES?:

BOOKS, PERIODICALS & ANY OTHER LIKE COMMODITIES
HOW MANY PEOPLE?:

BALLOONS, NOVELTIES, SOUVENIRS AND THE LIKE

CANDIES, PEANUTS, POPCORN, ICE CREAM, COLD DRINKS AND THE LIKE
HOW MANY VEHICLES?:

ICE RETAIL DELIVERIES
HOW MANY VEHICLES?:

PENNANT MANUFACTURING (See Manufacturing)
PHARMACY (Separate from drugstore)

PHOTOGRAPHERS

PERMANENTLY LOCATED WITHIN THE CITY

NOT PERMANENTLY LOCATED WITHIN THE CITY

SOLICITING AGENT(S) FOR PHOTOGRAPHERS

LIMITED TO SPECIAL EVENTS (Not including

PHYSICIANS (See Professions)

PILLOW FACTORIES (See Manufacturing)

PLASTERERS (See Contractors)

PLAT MAKERS (See Map or Plat Makers & Blueprinting)

PLUMBERS (See Contractors)

PONY SHOWS (See Shows)

POOL TABLES (See Billiards)

PRINTERS (See Manufacturing)

PRIVATE DETECTIVES (See Agents/Agencies)

PRIVATE SCHOOLS (See Schools)

PROFESSION

(Provision for any company or individual doing work as an accountant; auditor, architect; attorney/lawyer; chemist; chiropodist; chiropractor; dentist; engineer; consultant; masseur; nursing service; in home health care; orthopedic; opticians; optometrist; osteopathic physicians; physicians; surgeons; veterinarians/vet surgeons; therapist; liposuction; radiology and any other profession not classified who are engaged in the practice of any such profession other than persons receiving only a salary or wage by a licensed practitioner in the city. A separate license is required for each person & one for the business)

RAILROAD COMPANIES

REAL ESTATE

(Provision for broker, salesman and appraisers not licensed as brokers)

BROKER

SALEMAN

APPRAISER, NOT LICENSED AS BROKER

RECREATION (See Amusements)

REFRIGERATION INSTALLER (See Contractors)

REPAIR GARAGE (See Automobile or Motor Vehicle Business)

REPAIR SHOPS NOT OPERATED OR LICENSED AS PART OF MERCHANT'S BUSINESS

(Provided for furniture repair and upholstery)

RESTAURANTS/CAFETERIA/DINING ROOMS/CATERERS

IS ALCOHOLIC BEVERAGES TO BE SOLD/SERVED?:

RESTAURANT/CAFETERIA/DINING ROOM

HOW MANY TOTAL SEATS (INDOOR/OUTDOOR)?:

PREPARATION OF FOOD FOR CONSUMPTION OFF PREMISES NOT IN CONJUNCTION WITH A RESTAURANT OR DRIVE-IN

CATERERS, NOT LICENSED AS RESTAURANTS

RINKS, BICYCLE, SKATING AND THE LIKE

ROOFERS (See Contactors)

ROOMING HOUSES (See Housing)

SANITARIUMS, NURING HOMES AND THE LIKE

SCHOOLS (FOR PROFIT)

BUSINESS/OFFICE; DANCING; ART; PRIVATE; NURSERY; KINDERGATEN; ELEMENTARY; MIDDLE; HIGH; TECH; SPORT; CAMPS; MARTIAL ART; & MUSIC

LESSONS OR OTHER INSTRUCTION AT A RESIDENCE/HOME

SEPTIC TANK AND CESSPOOLS (See Contractors for Cleaning and also Manufacturing)

SERVICE FOR THE PUBLIC NOT OTHERWISE SPECIFIED

(Provided for security, house cleaning, office only & human services)

SERVICE STATIONS (See Automobile or Motor Vehicle Business)
<table>
<thead>
<tr>
<th>Category</th>
<th>How Many?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shows (Such as carnivals; circus; parades; exhibits; medicine vendors; animal shows and theater)</td>
<td></td>
</tr>
<tr>
<td>Carnival</td>
<td></td>
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<tr>
<td>Counters, Stands and Booths</td>
<td></td>
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<tr>
<td>Circus</td>
<td></td>
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<tr>
<td>Side Shows, Stands and Booths</td>
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<tr>
<td>Parades</td>
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<tr>
<td>Exhibits</td>
<td></td>
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<tr>
<td>Medicine Vendors or Advertisers</td>
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<tr>
<td>Minstrel or Theatrical Performers</td>
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<tr>
<td>Animal Shows and the Like</td>
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<tr>
<td>Theaters &amp; Drive-ins, Including Concessions</td>
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<tr>
<td>Side Shows (See Shows)</td>
<td></td>
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<tr>
<td>Signs (See Advertising)</td>
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<tr>
<td>Sign Painters</td>
<td></td>
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<tr>
<td>Skating Rinks (See Rinks)</td>
<td></td>
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<tr>
<td>Soft Drink Vending Machines (See Coin-Operated Machines)</td>
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<tr>
<td>Sound Amplifying Vehicles (See Advertising)</td>
<td></td>
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<tr>
<td>Spring Factories (See Manufacturing)</td>
<td></td>
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<tr>
<td>Stock and Bond Brokers (See Brokers)</td>
<td></td>
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<tr>
<td>Stone Masons (See Contractors)</td>
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<tr>
<td>Storage Warehouse, Alone or Connected With Any Other Business</td>
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<tr>
<td>Subcontractors (See Contractors)</td>
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<tr>
<td>Surgeons (See Professions)</td>
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<tr>
<td>Tailors</td>
<td></td>
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<tr>
<td>Taxis (See Automobile or Motor Vehicle Business)</td>
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<tr>
<td>Telegraph Companies</td>
<td></td>
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<tr>
<td>Telephone/Cable/Internet Companies</td>
<td></td>
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<tr>
<td>Tent Manufacturing (See Manufacturing)</td>
<td></td>
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<tr>
<td>Theaters (See Shows)</td>
<td></td>
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<tr>
<td>Tile Setters (See Contractors)</td>
<td></td>
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<tr>
<td>Tinsmith (See Contractors)</td>
<td></td>
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<tr>
<td>Trailer Camps or Parks (See Apartment Houses, Hotels, Romming and Lodging Houses, Duplexes and Rental Houses)</td>
<td></td>
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<tr>
<td>Tire Retreading or Vulcanizing (See Automobile or Motor Vehicle Business)</td>
<td></td>
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<tr>
<td>Transfer Companies (See Automobile or Motor Vehicle Business)</td>
<td></td>
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<tr>
<td>U-Drive-It (See Automobile or Motor Vehicle Business)</td>
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<tr>
<td>Undertaking Establishments</td>
<td></td>
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<tr>
<td>Upholstery Repairing (See Repair Shops)</td>
<td></td>
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<tr>
<td>Used Cars (See Automobile or Motor Vehicle Business)</td>
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<tr>
<td>Vaudeville Shows (See Shows)</td>
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<tr>
<td>Vehicles for Hire (See Automobile or Motor Vehicle Business)</td>
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<tr>
<td>Vending Machines (See Coin-Operated Machines)</td>
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<tr>
<td>Vendors, Itinerant (See Itinerants)</td>
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<tr>
<td>Ventilating System Installers (See Contractors)</td>
<td></td>
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<tr>
<td>Veterinarians or Veterinary Surgeons (See Professions)</td>
<td></td>
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<tr>
<td>Well Drillers (See Contractors)</td>
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<tr>
<td>Wood and Coal Yards</td>
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<tr>
<td>Wrecker Yards (See Automobile or Motor Vehicle Business)</td>
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<tr>
<td>Wreckers (See Contractors)</td>
<td></td>
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<tr>
<td>Other (If not listed above, describe in detail):</td>
<td></td>
</tr>
</tbody>
</table>
8. **DISCRIPTION OF PROPOSED USE:**

---

<table>
<thead>
<tr>
<th>IF THE STATE OF FLORIDA REQUIRES A LICENSE, PERMIT, INSPECTION, CERTIFICATION, OR REGISTRATION FOR YOUR OCCUPATION OR BUSINESS, PLEASE ATTACH A COPY TO THIS APPLICATION</th>
</tr>
</thead>
</table>

9. **STATE LICENSE # (If applicable):**  
**EXPIRATION DATE:**

10. **FICTITIOUS NAME (If applicable):**  
**EXPIRATION DATE:**

**REGISTRATION NUMBER (If applicable):**

**REASON FOR FICTITIOUS NAME EXEMPTION:**  
☐ LICENSED PROFESSIONAL  
☐ ATTORNEY  
☐ INCORPORATED

☐ FIRST & LAST NAME USED  
☐ OTHER. Describe:

11. **EMERGENCY CONTACT INFORMATION:** (After business hours alternate name(s), address & telephone numbers for emergency contact)

<table>
<thead>
<tr>
<th>NAME:</th>
<th>PHONE #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td>CITY:</td>
</tr>
<tr>
<td>NAME:</td>
<td>PHONE #:</td>
</tr>
<tr>
<td>ADDRESS:</td>
<td>CITY:</td>
</tr>
</tbody>
</table>

12. **WILL YOU BE ADDING OR CHANGING ANY SIGNS?**  
☐ NO  
☐ YES. NOTE: YOU MAY BE REQUIRED TO OBTAIN A PERMIT. PLEASE CONSULT THE BUILDING DIVISION

13. Filing this application for a City license does not allow the applicant to operate or engage in any type of business until the City of Kissimmee issues a Business Tax Receipt. Any person, firm or corporation who shall engage in any occupation, business or profession without a license shall be cited in accordance with City Code. I swear the information contained above is true and correct to the best of my knowledge and that I am not in default under the provisions of this chapter or indebted or obligated in any manner to the City except for current taxes.

It is the applicant’s responsibility to provide the building division with updated copies of the State license(s), certificates of insurance, workmen’s compensation or exemptions. Permits may not be issued and inspections may not be held until updated information is provided.

I also understand that an Osceola County Business Tax Receipt must also be obtained (407.343.4001).

_______________________________________         _____________________________________          _____/_____/_____
Printed Name of Business Owner                                    Signature of Business Owner                                          Date

The foregoing instrument was acknowledged before me this ____________day of _______________________, 20 _______
by___________________________________________ (Name of person acknowledging). He/She is personally known to me or has produced
(type of identification)  
______________________________________________ as identification.

Notary Public – State of __________________, County_________________________ My Commission Expires:___________________

---

**FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Accepted By:</th>
<th>Reviewed By:</th>
<th>District:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Date:</td>
<td>HD</td>
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<tr>
<td></td>
<td></td>
<td>D-CRA</td>
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<tr>
<td></td>
<td></td>
<td>V-CRA</td>
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<tr>
<td></td>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Tax Receipt Fee:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mobility / Impact Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobility:</td>
</tr>
<tr>
<td>Review</td>
</tr>
</tbody>
</table>

| Reviewer: | Date: | Zoning: | Number of Parking Spaces Provided: |
### INFORMATION FOR RECORD REPORTING ONLY

This information is confidential and will NOT be attached or used as part of your application. Completion is voluntary and NOT a condition to your license/registration. Qualified applicants are considered for approval without regard to race, color, religion, sex, national origin, age, marital status or handicap.

1. **HOW MANY FULL TIME EMPLOYEES DOES YOUR COMPANY EMPLOYEE?:**

2. **WHAT ARE THE ETHNICITIES OF THE COMPANY OWNERS?:**
   - [ ] ASIAN
   - [ ] BLACK OR AFRICAN AMERICAN
   - [ ] HISPANIC OR LATINO
   - [ ] NATIVE AMERICAN OR ALASKAN NATIVE
   - [ ] NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
   - [ ] WHITE
   - [ ] OTHER

3. **WHAT IS THE GENDER OF THE COMPANY OWNER?:**
   - [ ] MALE
   - [ ] FEMALE

4. **IF THE OWNER FROM OUTSIDE THE CONTINENTAL UNITED STATES, WHAT IS THEIR COUNTRY OF ORIGIN?:**

5. **WHAT YEAR DID YOU INCORPORATE YOUR BUSINESS?:**
This form is required to be completed by owner(s) of the property who wish to give permission for the tenant referenced below to apply for and receive a City Business Tax Receipt:

As the owner of the property located at ________________________________________________________________,

I am aware of and give authorization to the following tenant________________________________________________,

doing business as_________________________________________________________________________________,

Proposed Business Type

to apply for and receive a Business Tax Receipt.

IF FOR ANY REASON MY TENANT IS FOUND TO BE IN NON-COMPLIANCE WITH ANY CITY OF KISSIMMEE CODES, ORDINANCES OR LAWS RELATIVE TO THE BUSINESS REFERENCED ABOVE, I UNDERSTAND THAT AS OWNER OF SAID PROPERTY, I WILL BE RESPONSIBLE FOR ANY CODE AND/OR ZONING ENFORCEMENT ACTION THAT MAY BE NECESSARY AND ANY FINES IMPOSED WILL BE AGAINST MY PROPERTY.

Printed Name of Owner                        Signature of Owner                        Date

Property Owner Address

Property Owner Phone Number

The foregoing instrument was acknowledged before me this __________ day of _______________, 20________ by ____________________________________ (Name of person acknowledging). He/she is personally known to me or has produced (type of identification) ____________________________________ as identification.

Notary Public – State of Florida, Osceola County     My Commission Expires: _______________
Date: ______/_____/_______  Information Type: New □  Update □

Business Name: ______________________________________

Physical Address: ______________________________________

City:  Kissimmee  State:  FL  Zip:  __________

☐ Check if mailing address is same as physical address (if not, complete below section).

Mailing Address: ______________________________________

City:  Zip:  __________

Type of Occupancy: ______________________________________

Owner of Business: ______________________________________

Home Phone:  Mobile Phone: ______________________________________

Home Address: ______________________________________

City:  State:  Zip:  __________

Owner of Building: ______________________________________

Home Phone:  Mobile Phone: ______________________________________

Address: ______________________________________

City:  State:  Zip:  __________

Protection Systems

Fire Alarm:  Yes □  No □  Type:  Local □  Monitoring Company □  Telephone □

Burglary Alarm:  Yes □  No □  Type:  Local □  Monitoring Company □  Telephone □

Hold-Up/Panic Alarm:  Yes □  No □  Type:  Local □  Monitoring Company □  Telephone □

Other Alarm:  Yes □  No □  Specify:  ______________________________________

Fire Suppression:  Sprinkler(s) □  Range/Cooking □

Hazardous Materials:  Propane □  Natural Gas □  Other □:  ______________________________________

Other Important Information

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

REVERSE SIDE OF FORM MUST BE COMPLETED
Emergency Contact Call List (In Order of Preference)

Contact 1 Name: ____________________________________________
Home Phone: _________________________ Mobile Phone: ________________
Address: _______________________________________________________
City: _______________ State: _______ Zip: ____________________________

Contact 2 Name: ____________________________________________
Home Phone: _________________________ Mobile Phone: ________________
Address: _______________________________________________________
City: _______________ State: _______ Zip: ____________________________

Contact 3 Name: ____________________________________________
Home Phone: _________________________ Mobile Phone: ________________
Address: _______________________________________________________
City: _______________ State: _______ Zip: ____________________________
On September 23, 2014 the City of Kissimmee Commission adopted an ordinance that greatly simplifies the way window signs are regulated in the City. There are no longer differences between temporary and permanent window signs. Instead, any commercial building’s ground floor windows may be covered up to one third (33%) of the window area by permanent and/or temporary signs. To maintain visual clearance into the building, this sign area must be at either the top or the bottom third of the window, as shown in the illustrations below:

**EXCEPTIONS & ADDITIONAL INFO:**
- Merchandise displays without signage may cover up to 50% of the window.
- Interior signs that are more than 15-feet from the windows are exempt.
- Windows must not be blacked out, completely obscured by interior displays, blocked or mirror tinted.

By signing Memorandum, you have read this document and agree to follow all of the standards for window signage. Failure to follow these standards may result in Code Enforcement action and possible revocation of the Business Tax Receipt (BTR). Application shall be signed by both tenant and property owner in order to be considered complete.

---

**Business Name**

---

**Business Address**

---

**Date**

---

**Printed Name of Tenant**

---

**Signature of Tenant**

---

The foregoing instrument was acknowledged before me this ______ day of ____________, 20____ by ____________________________ (Name of person acknowledging). He/she is personally known to me or has produced (type of identification) ____________________________ as identification.

**Notary Public – State of _______________, ________________ County**

---

**My Commission Expires: ____________________________**

**Date**

---

**Printed Name of Property Owner**

---

**Signature of Property Owner**

---

The foregoing instrument was acknowledged before me this ______ day of ____________, 20____ by ____________________________ (Name of person acknowledging). He/she is personally known to me or has produced (type of identification) ____________________________ as identification.

**Notary Public – State of _______________, ________________ County**

---

**My Commission Expires: ____________________________**
MEMORANDUM OF UNDERSTANDING
BUSINESS TAX RECEIPT
FOR HOME OCCUPATIONS

Please read and sign the regulations for Standard Home Occupations in the City of Kissimmee. By signing this Memorandum, you agree to follow all of the standards for a Standard Home Occupation. Failure to follow these standards may result in Code Enforcement action and possible revocation of the Home Business Tax Receipt.

Land Development Code §14-2-62(E) Home Occupations
(1) Standard Home Occupations
a. Definition: Standard home occupations are those occupations customarily practiced in the home and which have no client presence on the residential site, except that a teacher or tutor may have a maximum of two students present at any one time and a family day care home may have the number of children specified in §14-2-240. Such standard home occupations are accessory to the principal use of the premises as a residence. Home hobbies where services or products are not sold are not considered home occupations.
b. Design and Performance Standards:
i. Limited Use: The standard home occupation shall be conducted entirely within the residential or normal accessory structure and only by a resident of the premises. The individual shall not engage any employees or volunteer workers to assist in the standard home occupations other than family members residing on the premises.
ii. Maximum Area of Use: No standard home occupation, including storage for the standard home occupation, shall occupy more space than 10% of the gross floor area of the ground floor of a residence. The ground floor gross area measurement is exclusive of any open porch, attached garage or similar space not intended to be occupied as living quarters.
iii. Signs: No signs shall be permitted to advertise the standard home occupation located on the premises.
iv. Equipment: No chemical, mechanical, or electrical equipment that is not normally a part of domestic or household equipment shall be used primarily for commercial purposes. No equipment shall be utilized that creates a nuisance due to odor, vibration, noise, electrical interferences or fluctuations in line voltage beyond the property line of the lot upon which the standard home occupation is conducted. A standard home occupation shall:
1. Not involve the retailing or wholesaling of stock, supplies or products to any individual on the premises. Delivery of retail products to the consumer off the premises, such as by mail order, is permitted.
2. All sales of products and the performance of all service or work that requires the presence of a customer for any length of time shall take place off premises.
v. Residential Character: There shall be no alterations in the residential character or appearance of the premises in connection with such a standard home occupation. Commercial vehicles associated with the standard home occupation or any resident must comply with §14-2-77.
vi. Traffic: No traffic or parking demands shall be generated by the standard home occupation in greater volume, frequency or type than would normally be expected in a residential district, ten vehicle trips per day. Any need for parking generated by a standard home occupation shall be provided for as off-street parking.
vii. Deliveries: Deliveries related to the standard home occupation shall not occur more frequently than twice per day, not including any deliveries made by the U.S. Postal Service.
viii. Location: The address or location of a standard home occupation shall not be given in any advertisement, including but not limited to commercial telephone directories, newspapers, magazines, signs, flyers, radio, television or other media.
ix. Storage: No outdoor storage of material or equipment used in the standard home occupation shall be permitted. No storage or display of material, good, supplies, or equipment related to the operation of a standard home occupation shall be visible from the outside of the residence.

x. Business Tax Receipt: Any Business Tax Receipt application for a business meeting the above criteria shall be designated a Home Industry Business Tax Receipt. Such a license shall be revocable upon any violation of the criteria. The applicant shall sign a letter of intent, provided by the Development Services Department, stating compliance with these criteria.

xi. Inspection for family day care centers: The City of Kissimmee Fire Department and the Building Division reserve the right to inspect a family day care center upon application for a new or renewal of a home Business Tax Receipt.

(2) Prohibited Home Occupation:

a. The following uses are not allowed as either standard or extended home occupations in any residential district:

i. Restaurants
ii. Kennels and veterinary clinics
iii. Funeral Homes
iv. Dance or exercise studios
v. Repair shops except the repairs of small household appliances, clothing and similar personal items.
vi. Beauty and barber shops, except when customer visits by appointment only, and limited to no more than a single customer at any given time.

vii. Cabinet or furniture manufacturing, assembly or repair, including refinishing and upholstery.

viii. Vehicle repair of any kind, including body work, detailing, washing and work done to the interior of a vehicle.

Filing this application for a City license does not allow the applicant to operate or engage in any type of business until the City of Kissimmee issues a Business Tax Receipt. Any person, firm or corporation who shall engage in any occupation, business or profession without a license shall be cited in accordance with City Code. I swear the information contained above is true and correct to the best of my knowledge and that I am not in default under the provisions of this chapter or indebted or obligated in any manner to the City except for current taxes.

_________________________________      _________________________________     ___/___/___
Printed Name of Owner                                   Signature of Owner                                         Date

__________________________________________________________________________________
Address of Subject Property

The foregoing instrument was acknowledged before me this __________ day of _______________, 20________ by ____________________________________ (Name of person acknowledging). He/she is personally known to me or has produced (type of identification) ____________________________ as identification.

Notary Public – State of Florida, Osceola County         My Commission Expires: __________________
Please read and sign the regulations for those seeking to conduct vehicle-based mobile food sales. These businesses are listed as "peddlers" and must adhere to specific regulations. By signing this Memorandum, you agree to follow all of the standards for a Mobile Food Vendors/Peddlers. Failure to follow these standards may result in Code Enforcement action and possible revocation of the Local Business Tax Receipt.

Land Development Code §14-2-65(U) Outdoor Sales: Outdoor sales of merchandise from a vehicle, stall or designated area shall constitute a roadside stand, curb market or open air market and are not permitted except as allowed below:

Mobile food sale vehicles shall not park within a public right-of-way or upon any private property within the City to solicit business, except those in the process of serving a customer who is present at the vehicle.

Filing this application for a City license does not allow the applicant to operate or engage in any type of business until the City of Kissimmee issues a Business Tax Receipt. Any person, firm or corporation who shall engage in any occupation, business or profession without a license shall be cited in accordance with City Code. I swear the information contained above is true and correct to the best of my knowledge and that I am not in default under the provisions of this chapter or indebted or obligated in any manner to the City except for current taxes.

_________________________________      _________________________________     ___/___/___
Printed Name of Owner                                   Signature of Owner                                         Date

The foregoing instrument was acknowledged before me this __________ day of _______________, 20________ by ____________________________________ (Name of person acknowledging). He/she is personally known to me or has produced (type of identification) ________________________________ as identification.

Notary Public – State of Florida, Osceola County        My Commission Expires: ______________
Please complete the following in order for a background check with the Florida Department of Law Enforcement to be conducted:

**APPLICANT NAME:**

**ADDRESS**  
**CITY:**  
**STATE:**  
**ZIP:**  
**PHONE #:**  
**E-MAIL:**  
**FAX #:**

**RACE:**  
☑ MALE  
☐ FEMALE  
**DATE OF BIRTH:**

**SOCIAL SECURITY NUMBER:**

I hereby authorize that the City of Kissimmee can conduct a Florida Department of Law Enforcement background check on me, understanding that the submitted data will be kept confidential and verifying that all information above is accurate.

_________________________________      _________________________________     ___/___/___  
Printed Name                                                  Signature                                                        Date
NOTICE:
This application must be read in its entirety and executed fully by the following persons or entities:

1.) BUSINESS OPERATOR
2.) MEDICAL DIRECTOR
3.) PROPERTY OWNER

PAIN MANAGEMENT CLINICS:
On June 26, 2012, the City of Kissimmee adopted regulations for Pain Management Clinics and Pharmacies through Ordinance #2828. Pursuant to this Ordinance, all pain management clinics and pharmacies must obtain a Pain Medication License prior to operating within the City of Kissimmee.

Pain Management Clinic: - A privately owned pain management clinic, facility, or office which advertises in any medium for any type of pain management services or engages a physician who is primarily engaged in the treatment of pain by prescribing or dispensing controlled substance medications, and which is required to register pursuant to Sections 458.3265 or Section 459.0137, Florida Statutes (2010), as amended from time to time. A physician that is primarily engaged in the treatment of pain by prescribing or dispensing controlled substance medications for the treatment of pain shall also be defined as a pain management clinic. This definition shall not include any clinic or medical practitioner’s office that is affiliated with a hospital, hospice or other facility for the treatment of the terminally ill in Osceola or Orange County, nor shall it include a pain management clinic or practice which is conducted within a facility licensed under Chapter 395, Florida Statutes, or any successor statute.

AFFIDAVIT & AGREEMENT

1. I have read the above definitions for Pain Management Clinics.

2. I clearly understand these uses are separate and distinct from Medical, Dental, and Chiropractic uses.

3. I am aware that the Business Tax Receipt I am applying for is only that of a Medical, Dental, or Chiropractic office; and not a Pain Management Clinic.

4. I am also aware of my responsibilities for the use of Medical, Dental, or Chiropractic office on the property.

5. I further understand that any violation of this affidavit and/or operation of a Pain
Management Clinic at the business address contained in this affidavit is a violation of City Code §5-13-1 through 5-13-9.

6. I further understand and agree that any if I am found to be in violation of this affidavit and/or operation of a Pain Management Clinic at the business address contained in this affidavit in violation of §5-13-1 through 5-13-9 will result in the following penalties and hereby waive the raising of any defenses to same:
   a. Revocation of Certificates of Occupancy for the location by the Building Official.
   b. Disconnection of utilities at the location by the Building Official.
   c. Revocation of the Business Tax Receipt by the City Manager.

7. I further understand and agree that any violation of this affidavit and/or operation of a Pain Management Clinic at the business address contained in this affidavit in violation of §5-13-1 through 5-13-9 may result in the following penalties:
   a. Code Enforcement Board action – with penalties of up to $1000/day which can result in a lien on the property.

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment under Florida law.
BUSINESS NAME: _______________________________________________________

Business Address: __________________________ Suite: ________

______________________________________________________________

NAME OF BUSINESS OPERATOR: ______________________________________

Occupation: _________________________________________________________

Address: ____________________________________________________________

Signature of Business Operator: ________________________ Date: _____________

______________________________________________________________

NOTARY PUBLIC INFORMATION:

STATE OF __________________

COUNTY OF __________________

The forgoing instrument was acknowledged before me this _____ day of ____________, 20____ by ________________________ (Name of person acknowledging). He/she is personally known to me or has produced (type of identification) ________________________ as identification.

_____________________________________
Notary Public State of Florida at Large

My Commission Expires: _________________

______________________________________________________________
BUSINESS NAME: _______________________________________________________

Business Address: ______________________________________ Suite: __________

NAME OF MEDICAL DIRECTOR: ___________________________________________

Medical License Number/Issuing State: ______________________________________

Address: __________________________________________________________________

Signature of Medical Director: ___________________________ Date: _______________

NOTARY PUBLIC INFORMATION:

STATE OF __________________

COUNTY OF __________________

The forgoing instrument was acknowledged before me this _____ day of ____________, 20____ by _____________________________ (Name of person acknowledging). He/she is personally known to me or has produced (type of identification) ____________________________ as identification.

_____________________________________
Notary Public State of Florida at Large

My Commission Expires: _________________
BUSINESS NAME: ____________________________________________

Business Address: ____________________________ Suite: __________

NAME OF PROPERTY OWNER: _______________________________________

Occupation: _______________________________________________________

Address: _________________________________________________________

Signature of Property Owner: ___________________________ Date: ______________

NOTARY PUBLIC INFORMATION:

STATE OF ________________

COUNTY OF ________________

The forgoing instrument was acknowledged before me this _____ day of ________, 20____ by _____________________________ (Name of person acknowledging). He/she is personally known to me or has produced (type of identification) ____________________________ as identification.

_____________________________________
Notary Public State of Florida at Large

My Commission Expires: ______________________