

1. SITE LOCATION & DEVELOPMENT

Contact the City of Apopka Community Development Department (CDD) to help you determine if your proposed location has the correct Land Use and Zoning for the type of business you are thinking about. New development requires site plan approval by the City. The redevelopment process for existing buildings can be discussed with the CDD, and at a concept meeting with the Development Review Committee (DRC). Existing buildings may require building code or site updates.

Community Development Department City of Apopka

120 E. Main St.
Apopka, FL 32703
407-703-1712

www.apopka.net/departments/community-development.html

2. BUILDING PERMITS

Most new interior and exterior renovations may require a building permit. Structural, mechanical, electrical, plumbing changes or additions, and even demolitions may require a permit. For information about permitting please contact the Building Division BEFORE doing any work.

Building Division City of Apopka

120 E. Main St.
Apopka, FL 32703
407-703-1713

www.apopka.net/departments/community-development/building.html

3. BUSINESS TAX RECEIPT

A business Tax Receipt must be obtained from the Community Development Department before opening a business in Apopka. This also includes Home Occupations to run a business from a home. Orange County also requires a Business Tax Receipt. Begin this process at least one week prior to the day you plan to open.

Community Development Department

City of Apopka

120 E. Main St.
Apopka, FL 32703
407-703-1712

www.apopka.net/departments/community-development/business-tax-receipt.html

Orange County Tax Collector

201 South Rosalind Ave., 2nd Floor
Orlando, FL 32802
407-836-5650
www.octaxcol.com



4. CITY OF APOPKA WATER, SEWER and REFUSE

For information on these utilities for connection and uses, contact the following:

Apopka Public Services

748 E. Cleveland St.
Apopka, FL 32703
407-703-1731

www.apopka.net/departments/public-services

Utility Billing & Customer Service

City Hall Annex (Water Office)
150 E. 5th St.
Apopka, FL 32703
407-703-1727

5. UTILITY COMPANIES

(* Some locations may use Orange County services)

Duke Energy

P.O. Box 14042
St. Petersburg, FL 33733
407.629.1010

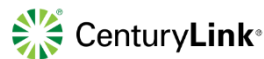
www.duke-energy.com/business



CenturyLink

3030 E. Semoran Blvd., Suite 192 and 194
Apopka, FL 32703
407-788-1388
855-891-4083

<http://www.centurylink.com>



Lake Apopka Natural Gas

38 N. Park Ave.
Apopka, FL 32703
407-656-2734
www.langd.org



Brighthouse Networks - Spectrum

3767 All American Blvd.
Orlando, FL 32810
407) 291-2500



<https://www.spectrum.com/browse/content/spectrum-home?v=1&cmp=BHN>

Orange County Water, Garbage & Recycling

407-836-5515
<http://www.ocfl.net/WaterGarbageRecycling.aspx#.WGVzn1UrKUK>



6. POSTAL SERVICE

U.S. Post Office Apopka

581 N. Park Ave.
Apopka, FL 32712
407-886-2951

www.usps.gov



7. TAXES

Federal: Check with the Internal Revenue Service to request a Business Tax Kit. If you need further assistance contact:

Internal Revenue Service (IRS)

850 Trafalgar Ct.
Maitland, FL 32751
844-545-5640
www.irs.gov



State: Obtain a State sales tax number from:

Florida Department of Revenue

400 W. Robinson St.
Orlando, FL 32801-1736
407-648-2905
800-352-3671

<http://floridarevenue.com/pages/default.aspx>



For information about Corporate Income Tax, Sales Tax and Tangible Property Tax, contact the Florida Department of Revenue.

Orange County: Orange County provides tax assessments for all properties in the City of Apopka. Millage rates for Apopka are determined each year by the Apopka City Council.

Orange County Property Appraiser

200 S. Orange Ave., Suite 1700
Orlando, FL 32801
407-836-5044

www.ocpaff.org



Orange County Tax Collector

Scott Randolph

(Clarcona location)
4101 Clarcona Ocoee Rd.
Orlando, FL 32810
321-233-0097

www.octaxcol.com



8. REGISTRATION

Corporation: This includes: Limited Liability Company, Profit Corporation, Non-Profit Corporation, Limited Partnership, and Fictitious Name Registration.

Unincorporated: If your business is something other than a corporation, check to determine if the company name is already being used – Fictitious Name.

Florida Division of Corporations

Clifton Building
2661 Executive Center Circle
Tallahassee, FL 32301
850-245-6000

<http://dos.myflorida.com/sunbiz>



FICTITIOUS NAME REGISTRATION: Any business using a name other than your own proper name must register under Florida Statutes Chapter 865. Check with the local newspaper to insert a Legal Notice of Fictitious Name. The Notice may run in any daily or weekly newspaper authorized to publish legal notices. Proof of the ad must be presented to the Community Development Department to obtain a Business Tax Receipt (see 3. above)

9. SPECIAL BUSINESS LICENSE

Food service or lodging: If your business will involve food service to the public or provide lodging for tourists (defined as any person not a resident for six months), check with dbpr.

Alcoholic Beverages:

Florida Department of Business & Professional Regulation

2601 Blair Stone Rd.
Tallahassee, FL 32399
850-487-1395



www.myfloridalicense.com/contactus/

Orange County Health Department

Apopka Service Center
1111 N Rock Springs Rd
Apopka, FL 32712
407-858-1494



<http://orange.floridahealth.gov/>

10. BUSINESS ASSISTANCE

When in doubt, contact the Florida Department of Commerce. The web site provided below provides many links to help a new business.

FLORIDA DEPT. OF COMMERCE

225 E. Robinson St., #570
Orlando, FL 32801



www.StateofFlorida.com

www.stateofflorida.com/corporations.aspx

Other resources include the U.S. Small Business Administration (SBA), a U.S. government agency that provides financial and management help. For loan information contact the SBA.

SBA - Orlando Alternate Work Site
200 E. Robinson Street, Suite 1270
Orlando, FL 32801



407-648-2891

www.sba.gov

The Service Corps of Retired Executives (SCORE) is a volunteer organization that advises and assists new business owners for no fee (other than out-of-pocket expenses).

SCORE

3201 E. Colonial Dr.
Fashion Sq Mall, Suite A-20
Orlando, FL, 32803
407-420-4844
1-800-634-0245



www.score.org

ENTERPRISE FLORIDA, Inc. (EFI) is a public-private partnership between Florida's business and government leaders and is the principal economic development organization for Florida.

Enterprise Florida Orlando (Headquarters)

800 North Magnolia Avenue, Suite 1100
Orlando, FL 32803

407-956-5600



www.enterpriseflorida.com

THE APOPKA AREA CHAMBER OF COMMERCE

The Chamber is the voice of the business community and provides valuable information and benefits to the area businesses. For more information contact the Chamber at:

Apopka Area Chamber of Commerce
180 E. Main St.

Apopka, FL 32703

407-886-1441

www.apopkachamber.org



APOPKA COMMUNITY REDEVELOPMENT AGENCY

The CRA was created in June 1993 and formally adopted the Redevelopment Plan for the downtown area. This plan provided the strategy to facilitate the revitalization of the designated CRA District which is about 1 square mile. If you have any questions regarding the CRA and redevelopment, contact:

Apopka CRA
c/o Community Development Dept.

120 E. Main St.

Apopka, FL 32703

407-703-1712

<http://www.apopka.net/departments/community-development/planning-a-zoning/redevelopment.html>



Any questions regarding site locations of development of a business in the City of Apopka, please contact the Community Development Department.

407-703-1712

www.apopka.net



CITY OF APOPKA
120 E. Main St.
Apopka, Florida 32703

NEW BUSINESS CHECKLIST

for
Licensing, Taxes, Utilities &
General Information



CITY OF APOPKA

120 E. Main St.

Apopka, Florida 32703

407-703-1700

Planning on starting a new business in Apopka? The following guidelines help to provide the basic information for local, State and Federal requirements to help guide you. This is not a complete list of all regulatory requirements, but provides a good start.