



Community Development Dept.
120 East Main Street
Apopka, Florida 32703
Phone: 407-703-1712
communitydevelopment@apopka.net

STEP BY STEP INSTRUCTIONS TO OBTAIN A BUSINESS TAX RECEIPT

- **Confirm the planned business is within the City of Apopka limits.**
 - Contact the Orange County Property Appraiser's Office to ensure the planned business location is within the city limits of Apopka. Visit them online at www.ocpafl.org or call: 407-836-5000.
- **Complete the appropriate application.**
 - The application must be signed by an owner, partner or officer of the corporation or LLC. A Social Security or Federal ID number will be required.
 - Commercial Business Application and Premise Inspection or
 - Home Business Application and Home Business Affidavit
- **Applications should be submitted to the Community Development Department. See above for contact information.**
- **If your business is regulated by a state agency, you must obtain your state license before applying for your City of Apopka Business Tax Receipt.**
 - Department of Business and Professional Regulations: 850-487-1395 or www.myflorida.com/dbpr
 - Department of Agriculture and Consumer Services: 850-488-3022 or www.freshfromflorida.com
- **If your business uses any name other than the full legal name of the owner or a corporation uses a name other than its legal corporate name, a fictitious name must be registered with the State.**
 - For more information or to register with the State of Florida call 850-245-6058 or visit www.sunbiz.org
- **If you do business as a corporation, proof of status as a corporation must accompany your application.**
 - Contact the Florida Department of State, Division of Corporations at 850-245-6052 or visit them online at www.sunbiz.org