



Administrative Services
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FREQUENTLY ASKED QUESTIONS

Q: Who needs a Business Tax Receipt?

A: Anyone operating a business in the incorporated city limits of Apopka is required by City Code to have a Business Tax Receipt.

Q: How do I know if I live in the incorporated city limits of Apopka?

A: Contact the Orange County Property Appraiser's Office to ensure the planned business is located within the city limits of Apopka. Visit them online at www.ocpafl.org or call 407-836-5000.

Q: Do I need any other Business Tax Receipts?

A: Yes, once you obtain the City of Apopka's Business Tax Receipt, you must obtain one from Orange County, for more information go to: www.octaxcol.com

Q: Can my Business Tax be issued to a P.O. Box?

A: No, your Business Tax must be issued to a street address; however you may have a P.O. Box as your mailing address.

Q: What if I have multiple locations?

A: Each location inside the incorporated city limits must have a separate Business Tax Receipt with the City.

Q: When does my Business Tax expire?

A: Business Tax Receipts must be renewed annually. Renewal period begins August 1st and is due on or before September 30.

Q: When do I have to register a “Fictitious Name”?

A: When the name of your business is anything other than your full legal name you can register your name online at www.sunbiz.org. Corporations/LLC’s can also be registered on this site.

Q: How do I obtain a Sales Tax Number and or a FEIN?

A: For Sales Tax ID information, visit the Florida Department of Revenue online or call: 407-903-7350/800-352-3671. For FEID number, visit the Internal Revenue Service on line or call 800-829-1040.

Q: How much does a Business Tax Receipt cost?

A: Business Tax Receipt fees vary from one classification to another and many fees are based on variables such as: number of employees or the amount of retail inventory. For fee information pertaining to your specific business contact us at 407-703-1703.

Q: What do I need if my business is regulated by a state agency?

A: If your business is regulated by any state agency, you must acquire the required state license or certificate of registration before a City Business Tax Receipt can be issued.

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.doacs.state.fl.us/