



## ALTAMONTE SPRINGS CITY CLERK'S INFORMATION GUIDE FOR NEW BUSINESS OWNERS

To conduct business in the City of Altamonte Springs, all business must have a Business Tax Receipt for the City and the County, which may be obtained from the City Clerk Department.

Permits for signs, building alterations, etc. may be obtained through the City's Building/Fire & Safety Division at the City Hall Annex Bldg. For information call 407-571-8435.

Corporations must register with the Secretary of State. Out-of-state corporations using their corporate name in the State of Florida must also register. For information call 1-850-488-9000. You may register on-line at [www.sunbiz.org](http://www.sunbiz.org).

Fictitious Name Registrations are filed with the State of Florida. For information or clarification of exemption guidelines, call 1-850-488-9000. Fictitious Name Registration packets are available at the City of Altamonte Springs City Clerk Department located at 202 Newburyport Ave. You may register on-line at [www.sunbiz.org](http://www.sunbiz.org).

State Sales Tax numbers are obtained through the Florida Department of Revenue. Their office is located at 2301 Maitland Center Parkway #160 – Maitland, FL 32751 – 407-475-1200.

Federal Identification Numbers (FEIN) are issued through the Internal Revenue Service. For information call 1-800-829-1040.

Businesses that serve or sell food products must be inspected by the Department of Agriculture & Consumer Services - 1-800-435-7352 or by the Division of Hotels & Restaurants – 1-850-487-1395 prior to obtaining a Business Tax Receipt.

Home occupations have certain restrictions, and are regulated through the City's Land Development Code. A copy of which is attached hereto.

Worker's Compensation information can be obtained by calling the Orlando office of the Department of Labor at 407-245-0896.

Information about State licensing requirements can be obtained by calling the responsible state agency from the following list:

- Department of Business & Professional Regulation – 1-850-487-1395
- Department of Agriculture & Consumer Services – 1-800-435-7352
- Agency for Health Care Administration – 1-850-488-0595
- Division of Hotels & Restaurants – 1-850-487-1395
- Department of Financial Services – 407-245-0760 or Insurance 1-850-413-3137 or Banking & Mortgage 1-850-410-9601
- Department of Children & Families – 407-245-0470
- Department of Highway Safety & Motor Vehicles – 1-850-617-3003
- Division of Alcoholic Beverages and Tobacco – 407-245-0785

Small business development seminars are available through Seminole Community College in Sanford – 407-321-3495 – University of Central Florida near Orlando – 407-823-5554 and SCORE – 315 East Robinson Street #100 – Orlando, FL – 407-420-4844 or their website – [www.geocities.com/scoreorlando](http://www.geocities.com/scoreorlando).

All City of Altamonte Springs Business Tax Receipts expire September 30<sup>th</sup> of each year and may be renewed by mail or in person at the City Clerk Department, 202 Newburyport Ave. Renewals received on or after October 1<sup>st</sup> are considered delinquent and subject to delinquent penalty fees.

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The City Clerk Department must be notified of any change of business status, including, but not limited to:

- Business closing
- Change of ownership (copy of bill of sale required)
- Change of location
- Change of business name
- Change of mailing address

Be advised, renewal notices will not be forwarded in the case of address change. For additional information, please contact the City Clerk Department at 407-571-8116.



## **CITY OF ALTAMONTE SPRINGS**

225 NEWBURYPORT AVENUE  
ALTAMONTE SPRINGS, FLORIDA 32701-3697

### **HOME OCCUPATION DEFINITION/RESTRICTIONS**

**Adopted February 6, 2007  
Ordinance No. 1565-07**

**Home occupations are to be conducted entirely within a dwelling unit, and are subject to all of the following regulations and limitations:**

- a. No person other than members of the family residing on the premises shall be engaged in such occupation;
- b. Home occupations shall be limited to office use only and preclude outdoor storage and vehicle parking caused by the home occupation;
- c. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and shall under no circumstances change the residential character thereof;
- d. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation;
- e. No home occupation shall be conducted in any accessory building;
- f. No home occupation shall occupy more than 20 percent of the first floor area of the residence, exclusive of the area of any open porch or attached garage or similar space not suited or intended for occupancy as living quarters. No rooms which have been constructed as an addition to the residence, nor any attached porch or garage which has been converted into living quarters, shall be considered as floor area for the purpose of this definition until two years after the date of completion thereof, as shown by the records of the city building and life safety services division;
- g. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard;

- h. No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single-family residence, or outside the dwelling unit if conducted in other than a single-family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises;
- i. The following shall not be considered home occupations: beauty shops, barbershops, band instrument or dance instruction, swimming instruction, studio for group instructions, public dining facility or tearoom, antique or gift shop, photographic studio, fortune telling or similar activity, outdoor repair, food processing, retail sales, nursery school, kindergarten, or the giving of group instruction of any type;
- j. A home occupation may include the giving of individual instruction to one (1) person at a time such as an art or piano teacher; however, individual instruction as a home occupation for those activities listed in subparagraph (i) above shall be prohibited;
- k. Fabrication of articles such as are commonly classified under the terms arts and handicrafts may be deemed a home occupation, subject to the other terms and conditions of this definition, and providing no retail sales are made at the home;
- l. A home occupation shall obtain a business tax receipt.