



## TO ALL APPLICANTS

Welcome to the City of Orange City! Following is important information regarding your local business tax application. Please read it carefully before completing and feel free to call us if you have any questions. You may wish to keep this information in a safe place for future reference.

**Building**  
386-775-5423

**City Clerk**  
386-775-5403

**City Manager**  
386-775-5408

**Finance**  
386-775-5430

**Fire**  
386-775-5460

**Human Resources**  
386-775-5457

**Parks & Recreation**  
386-775-5454

**Planning**  
386-775-5415

**Police**  
386-775-9999

**Public Works**  
386-775-5447

**Utilities**  
386-775-5444

- ◆ Please ensure that all of the forms in your application packet are filled out completely. The following information should be attached to the application when it is returned:
  - A copy of any required state license for yourself, your business, or your employees.
  - A copy of your fictitious name registration from the Department of State and/or proof of registration of your corporation.

Unfortunately, we can not accept any applications without all of the required information.

- ◆ Once your application has been returned to the City Clerk's Office, it will be reviewed by the Planning Department and the Fire Marshall will visit your business location to perform an inspection. This process generally takes approximately one week.
- ◆ Your packet contains a Business Sign form which should be completed even if your business will not have any signs. Sign permits are issued by the Building Department. It is strongly advised that businesses verify zoning regulations based upon type of business selected prior to obtaining business tax receipt. Contact the Development Services Department at 386/775-5415 for sign regulations and 386/775-5417 for zoning questions
- ◆ There is a \$15 application fee and, if applicable, a Home Office/Occupation fee of \$25. These fees are nonrefundable and are payable at the time your application is submitted to the Clerk's Office.
- ◆ All city business taxes are payable on October 1<sup>st</sup> of each year. Reminder notices are sent out in August and payment must be received by September 30<sup>th</sup> to avoid penalties. Any new business tax assessed after April 1<sup>st</sup> will be issued at one-half the annual fee due.
- ◆ Please note that it is a violation of City Code to operate a business in the City of Orange City without first paying your local business taxes and obtaining a business tax receipt. Failure to obtain your business tax receipt prior to the commencement of business will result in a penalty equal to 25% of the taxes due.
- ◆ You will be notified when your business tax receipt is ready to be picked up. Payment will be due at that time.

c:\note to applicants.doc



# OWNERSHIP INFORMATION

Please Print

**LEGAL AUTHORITY: Florida Statute 205.0535(5)** – NO BUSINESS TAX RECEIPT SHALL BE ISSUED UNLESS THE FEDERAL EMPLOYER IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER IS OBTAINED FROM THE PERSON(S) TO BE TAXED.

## SOLE OWNER/PARTNERS/CO-OWNERS

OWNER NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

SOCIAL SECURITY NO \_\_\_\_\_

\*\*\*\*\*

OWNER NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

SOCIAL SECURITY NO \_\_\_\_\_

## CORPORATION/LLC/LP/P.A.

CORPORATION NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

FED ID# \_\_\_\_\_

## CORPORATE OFFICERS

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

\*\*\*\*\*

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

\*\*\*\*\*

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_





ORANGE CITY POLICE DEPARTMENT  
207 NORTH HOLLY AVENUE  
ORANGE CITY, FLORIDA 32763  
(386) 775-9999

## BUSINESS/MERCHANT EMERGENCY CONTACT FORM

<b>BUSINESS NAME:</b>	
-----------------------	--

<b>BUSINESS PHYSICAL ADDRESS:</b>	
-----------------------------------	--

<b>BUSINESS TELEPHONE WITH AREA CODE:</b>	(   )   -
---	-----------

<b>BUSINESS EMAIL ADDRESS:</b>	
--------------------------------	--

<b>BUSINESS OWNER NAME:</b>	
-----------------------------	--

<b>BUSINESS OWNER MAILING ADDRESS:</b>	
--	--

<b>EMERGENCY CONTACT #1 NAME:</b>		<b>TITLE:</b>	
<b>TELEPHONE WITH AREA CODE:</b>	(   )   -	<b>CELL:</b>	(   )   -
<b>EMERGENCY CONTACT #2 NAME:</b>		<b>TITLE:</b>	
<b>TELEPHONE WITH AREA CODE:</b>	(   )   -	<b>CELL:</b>	(   )   -

<b>ALARM COMPANY NAME AND TELEPHONE (IF APPLICABLE):</b>		(   )   -
--	--	-----------

<b>ADDITIONAL COMMENTS:</b>	
-----------------------------	--



## Orange City Fire Department Pre-Incident Planning Worksheet

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ Unit # \_\_\_\_\_

Business Manager: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Square feet: \_\_\_\_\_ Building height (stories): \_\_\_\_\_

Fire alarm (yes/no): \_\_\_\_\_ Fire Sprinkler System (yes/no): \_\_\_\_\_

Alarm Company Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

List any hazardous materials (flammable, combustible, gas, toxic, etc.):

\_\_\_\_\_  
\_\_\_\_\_

List at least two emergency contacts (you may include yourself):

(1) \_\_\_\_\_ (name) \_\_\_\_\_ (phone number)

Key Holder (yes/no) \_\_\_\_\_

(2) \_\_\_\_\_ (name) \_\_\_\_\_ (phone number)

Key Holder (yes/no) \_\_\_\_\_

## HEALTH DEPARTMENT NOTICE!

### INFORMATION FOR APPROVAL OF EXISTING SEPTIC SYSTEM FOR A CHANGE OF BUSINESS, TENNANT OR OWNERSHIP

Florida Statute 381.0065 requires that all businesses that use a septic tank system for sewage disposal obtain approval from the local health department any time that there is a change in the business owner, business type or a tenant. Septic tank systems are specifically sized based on the type of business that is connected to the system. Changes in business operations can increase the sewage flow, or change the sewage characteristics and that may cause premature septic system failure resulting in a sanitary nuisance and expensive repairs. The approval process for a new business or tenants is listed below.

- 1) Complete an application for an Existing Septic system approval. You will need to know the Parcel I.D. Number, size of the property, property legal description, property owner and address, zoning, source of drinking water and list the type of business(s) at the location. Also, note on the application what the previous use or operation was for the building or suite in a multi-tenant building.
- 2) Submit with the application, a site plan drawn to scale of the property. The site plan must show where the septic system is located, any wells on the property and all buildings, parking areas, ditches, ponds or other surface water.
- 3) The septic tank, if not pumped out in the past three years, must be pumped. Bring a receipt for this pumpout with you to our office. This receipt must indicate the tank capacity in gallons and the condition of the tank.
- 4) Pay the necessary approval fee. Any building that has been vacant for more than one year is required to have the septic system brought into compliance with the current code. Any system not meeting specific code setbacks, systems that have been paved over or under parking areas, systems in failure or systems that have been repaired without a permit, will not be approved and must be corrected prior to approval.

Contact the following offices for more information regarding Existing Septic System approvals. **PLEASE DO NOT START RENOVATION OR REMODELING OF YOUR BUSINESS UNTIL WE HAVE APPROVED THE SEPTIC SYSTEM FOR USE!!** THE APPROVAL OF THE SEPTIC SYSTEM DOES NOT GUARANTEE FUNCTION FOR ANY SPECIFIC PERIOD OF TIME AND ALL OTHER STATE, COUNTY AND/OR CITY BUILDING AND CODE REQUIREMENTS MUST BE IN COMPLIANCE.

Daytona Beach office	- 1845 Holsonback Drive	- 274-0694
New Smyrna Beach office	- 717 Canal Street	- 424-2061
DeLand office	- <i>121 N. Rich Ave</i>	- 822-6250

# FIRE DEPARTMENT INSPECTION REQUIREMENTS

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY. IF THESE REQUIREMENTS ARE NOT MET, THE ISSUANCE OF YOUR LOCAL BUSINESS TAX RECEIPT MAY BE DELAYED. ADDITIONAL FEES MAY BE CHARGED IF THE FIRE MARSHALL HAS TO MAKE MORE THAN ONE INSPECTION.

- Inspections for new businesses are **not conducted on vacant units**. Furnishings, machinery, etc. should be in place. Electric power should be on at the unit to check the operation of exit and emergency lighting.
- State Statutes require that all buildings have address numbers posted visible from the roadway. If necessary, post address on a sign. Numbers shall be a minimum of 3" and in contrasting colors.
- **Certified portable fire extinguishers must be available at the time of inspection, or the inspection will be discontinued.** A Home business requires a 1A10:BC; all other businesses require a 3A-40-BC. These must be certified by a licensed technician (the Fire Department does not perform this) and mounted a minimum of 4" from the ground, and a maximum height of 5'. The average travel distance for these is 75' unimpeded, accessible and visible.
- All electric breakers shall be identified and panels shall have a minimum of 36" clearance in front and 10" around. **Extension cords are prohibited as a substitute for permanent wiring.** Surge protectors are allowed for small accessories, not heavy appliances (refrigerators, microwaves, etc.). Multi-plug adapters are prohibited.
- Exit lights shall be illuminated (all bulbs). Emergency lights shall be tested monthly by the business for not less than 30 seconds and a record kept for the Fire Department's review.
- Exit doors shall have no more than 2 simple means of unlocking (no burglar bars). A minimum of 36" is required between isles. A clear path shall be maintained concurring with the width of the exit. Stock, temporary or otherwise, shall not encroach upon egress and exits. Stock shall have a minimum 18" clearance from sprinkler heads. Fire doors shall not be "propped" open.
- A minimum one-hour separation wall shall divide occupancies. If vehicles or other hazards are stored, then a two-hour separation or more may be required.
- A qualified person shall maintain fire suppression systems. Systems shall be certified annually or more if required. These systems include, but are not limited to: spray booths, commercial cooking, and sprinklers.
- Fire Alarm systems shall be maintained and certified by a qualified person. A copy of the fire alarm plan shall be kept on-site. The Fire Department shall be notified if the system is out of service immediately. Alarm company service providers shall forward a copy of all maintenance, test, and inspections to the Fire Department.
- Hazardous materials shall be used and stored in accordance with manufacturer recommendations, state and local laws/ordinances. MSDS shall be provided.
- No spraying of flammable/combustible liquids without a spray room or spray booth in accordance with NFPA 33. This includes auto body products and flammable/combustible cabinet glues for woodworking shops.
- Housekeeping shall be maintained.
- Fire lanes shall be maintained and are not for receiving. Rear doors should be used for this purpose when applicable. These lanes are for fire, medical and other uses.