

## FEES:

*An occupational license allows a business to operate at a specific address or on a specific property within the city.*

*The cost of the occupational license are determined by categories and the city fee schedule. This information may be obtained by calling 407-599-3237*

*\$15.00, fee for New Business, one time processing fee per application*

*\$3.00 ,fee for applicants changing their address/locations within the city*

*\$40.00, Fire Inspection Fee*

*The renewal year begins October 1st. Penalties are assessed for payments received after this date.*

*Hours:*

*Monday through Friday between 8:00 a.m. and 4:30 p.m.*

## Phone Numbers:

Winter Park Building Division Occupational Licensing  
407-599-3237

Winter Park Code Enforcement Division  
407-599-3392

Planning Community and Development  
407-599-3290

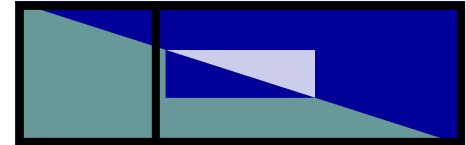
Winter Park Fire Inspections  
407-599-3612

Orange County Health Department  
407-836-1660

Orange County Environmental Protection  
407-836-7400

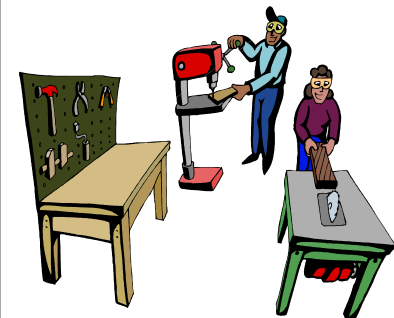
Orange County Occupational Licensing  
201 South Rosalind Avenue, 2nd Floor  
Orlando, FL 32806  
407-836-5650

Winter Planning and Community Development  
401 South Park Avenue  
Winter Park, FL 32789



## CITY OF WINTER PARK

## OCCUPATIONAL LICENSE PROCESS



City of Winter Park Planning  
Community and Development  
401 South Park Avenue  
Winter Park, FL 32789  
407-599-3237

## Occupational License Process

The City of Winter Park licensing process begins at the Permit and Licensing counter in the Building and Code Enforcement Division, located on the second floor of Winter Park City Hall Building , 401 S. Park Avenue, Winter Park Florida.

An application for Winter Park occupational license must be obtained and completed:

### Identification is required:

- Any competency cards, state licenses or certifications relating to your business must be submitted with the application

### Property information needed:

- The legal description of the property and tax ID or parcel number
- Property owners name and address
- For Home Occupations; provide a letter of approval from the property owner, and complete the home license information form

### Restaurants/Food Handling Businesses

#### Requirements :

- State Health Department Approval
- Copy of the State Alcoholic Beverage License

#### Other requirements:

- For any and all state certified and regulated businesses, a copy of the state certificate must be submitted before an occupational license can be issued.

### Fire Department Approval is Required:

For any commercially zoned , relocated, and change of ownerships established businesses

Fire Inspections must be performed and approved by the Fire Department

An inspection must be scheduled prior to the issuance of the license.

Home occupational license do not require a fire inspection

Please contact the Fire Inspector's office at 407-599-3612

### Zoning:

The proposed site must be properly zoned for the requested use/business

Planning 407-599-3290

Code Enforcement 407-599-3392

Code Enforcement Division and Planning Department will determine whether or not the zoning classification is proper for the proposed use, and ensure parking requirements are met.

*All businesses operating inside the limits of Winter Park must also obtain an Orange County occupational license , after the receipt of a City of Winter Park Occupational License. (see last page for the address)*



### BUILDING PERMITS:

Any business requiring construction or any building undergoing remodeling or conversion from a home to an office use requires a building permit after submittal and approval of all plans for construction.

No business may open or begin operation until an approved application for an occupational license has been received and a certificate of occupancy is issued for any businesses requiring a construction permit..

