

## **STARTING A NEW BUSINESS**

### **Welcome to the City of Clermont!**

We are eager to help the small business owner, entrepreneur, or corporate executive succeed in opening a business in our city and obtain the necessary local Business Tax Receipt to operate within the City of Clermont.

### **Getting Started**

There are a few questions to consider before applying for a Business tax receipt (BTR)

- **Is your business located within the city of Clermont?**

To confirm, visit the Lake County Property Appraiser website: [www.lakecopropappr.com](http://www.lakecopropappr.com). Check the mileage group (if the letter C is in the mileage, then you are in the City limits, anything else would be Unincorporated Lake County or another City Jurisdiction.)

- **Is your business registered with SUNBIZ?**

If not, please visit SunBiz's website to register (if required) [www.sunbiz.org](http://www.sunbiz.org)

- **Have you obtained an Employer Identification Number (EIN) also known as a Federal Tax Identification number?**

If not, information on applying for an EIN can be found at the IRS website: [www.irs.gov](http://www.irs.gov)

- **Is a State license required to operate your business?**

Examples of businesses requiring a state license include but are not limited to: professional services, restaurants, auto dealers, vehicle repair and contractors. More information concerning requirements and applying for a state license can be found at the Florida Department of Business and Professional Regulation's website: [www.myfloridalicense.com](http://www.myfloridalicense.com)

- Other information may be required depending on the business type.

\*\*\*You can find more information on STARTING A BUSINESS, by going to [www.sunbiz.org](http://www.sunbiz.org) and click on START A BUSINESS\*\*\*

- **Once you have all the above you can apply for your Business Tax Receipt.**
- **Commercial business locations will require a Life Safety Inspection, Fee is \$152.00 and up depending on square footage of the building/unit.**
- **If you are a home based business, it is for phone use only. Please see our City regulations regarding the allowed home based businesses or contact us 352-241-7315.**