



Administrative Services
120 East Main Street
Apopka, Florida 32703
407-703-1703

administrativeservices@apopka.net

STEP BY STEP INSTRUCTIONS TO OBTAIN A BUSINESS TAX RECEIPT

- **Confirm the planned business is within the City of Apopka limits.**
Contact the [Orange County Property Appraiser's Office](#) to ensure the planned business location is within the city limits of Apopka. Visit them [online](#) or call: 407-836-5000.
- **Complete appropriate application.**
Application must be signed by an owner, partner or officer of the corporation or LLC. A Social Security or Federal ID number will be required.
[Commercial Business Application](#) and [Premise Inspection](#)
[Home Business Application](#) and [Home Business Affidavit](#)

Applications should be submitted to Administrative Services. See above for contact information.
- **If you are in a business that requires a license from any Division of the State, you must obtain your State license before applying for your City of Apopka Business Tax Receipt.**
Department of Business and Professional Regulations: 850-487-1395 or www.myfloridalicense.com/dbpr

Department of Agriculture and Consumer Services :850-488-3022 or www.doacs.state.fl.us/
- **If your business uses any name other than the full legal name of the owner or a corporation uses a name other than its legal corporate name, a fictitious name must be registered with the State.**
For more information or to register with the State: 850-487-6058 or www.sunbiz.org
- **If you do business as a corporation, proof of status as a corporation must accompany your application.**
Contact the Florida Department of State, Division of Corporations: 850-488-9000 or www.sunbiz.org