



## HOW TO PREPARE A NEW BUSINESS OPERATING PERMIT APPLICATION

**General Instructions:** The Business Operating Permit (New) Application must be prepared and filed, whenever a new regulated business is applying for Business Operating Permit for the new permit year.

### Item Explanation:

1. **Business Name** – Use the name that will appear on the permit.
2. **Mailing Address** – Enter the address that will be used to receive all correspondence.
3. **Street Address of Business** – Enter the address of the business physical location.
4. **Folio Number(s) of Property** – Enter ALL folio numbers for the property associated with the business location.
5. **Nature of Business** – Enter a detailed description of the business operation.
6. **Owner's or President's Name** – Enter the name of the Business Owner and/or President.
7. **Owner's or President's Address** – Enter the address of the Business Owner and/or President.
8. **Owner's or President's Telephone Number(s)** – Enter the telephone number(s) of the Business Owner and/or President.

**Acknowledgment & Signature** – If you have read the application in its entirety and understand and agree to the provisions and conditions sign and date where indicated.

**Required Approval: Zoning** – Obtain signature and date approval from the City of Tampa Land Development Coordination office. The property Folio number must be provided on the form. Florida Statute Chapter 442 requires notification of the Fire Department having jurisdiction, of any toxic material within the work place.

9. **List of Names (Owners/Partners, etc.)** – Self-explanatory; list Owner's/President's Name first.
10. **List of Names (Managers, Supervisors, all other Employees, etc.)** – Self-explanatory; list Manager or lead staff member first.
11. **Employment Record:** Beginning with present position, attach an affidavit stating the business occupation, profession or employment record of the past five years for all names listed in item 13 above, include (a) name of place (b) address (c) dates of employment (to and from.)
12. **Other Business Name(s) and Address(es):** List below the name and street address of any and all businesses in the City of Tampa presently owned or operated in the past by owners, officers, and principal stockholders in the business to be regulated
13. **Arrest(s)/Conviction(s)** – Self-explanatory.
- 14 – 18. **Questions regarding adult-oriented businesses** – Self-explanatory.

**Note:** Failure to answer these questions may result in denial of the application.