



## HOW TO PREPARE A BUSINESS OPERATING PERMIT RENEWAL APPLICATION

**General Instructions:** The Business Operating Permit Renewal Application should be prepared whenever a regulated business, with no changes to business location, officers, directors, stock holders, managers, operators or employees, or to the type of regulated business, is applying to renew its current, valid 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. **Telephone Number(s)** – Enter the telephone numbers of the person identified in item number 6.
5. **Type of Business** – Enter a description of the service(s) or product(s) that will be available for sale at the place of business.
6. **List of Names** – Self-explanatory; list Owner's/President's Name first.
7. **Arrest(s)/Conviction(s)** – Self-explanatory.
8. **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.
9. **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.

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