



## STEP #4 BEFORE DOORS OFFICIALLY OPEN

- All business signs need to conform with city code.
- All window, wall, monument, and pole signs require a permit prior to being installed.
- Each business is allowed one temporary banner when the business is open.
- The City allows for additional signage to promote your business within the first 60 days with a Grand Opening Registration Form.
- For permits & other forms please visit: <http://www.oaklandparkfl.gov/172/Building-Permit-Applications-Forms>

## BUSINESS CONCIERGE SERVICE

-  Need help finding a location in the City of Oakland Park?
-  Do you have questions with the business licensing process?
-  Would you like to learn more about business incentives?

## CONTACT US!



**The City of Oakland Park  
is committed to helping  
your business grow &  
succeed.**

**Community and Economic  
Development Department  
(954)-630-4475**



**A Step-By-Step  
Guide to Opening  
a Business in  
Oakland Park.**



# STEP #1

## Zoning Compliance



# STEP #2

## Planning the Space



# STEP #3

## Establish a Business



Every new business in Oakland Park is required to have a business tax receipt and certificate of use in order to operate. Home-based businesses are only required to obtain a business tax receipt.

Contact the Planning & Zoning Division before signing a lease or contract to determine the following:

- Whether or not the business is a permitted use/business type for the location under consideration.
- Zoning and parking requirements.
- If a similar business previously occupied the location or if similar businesses are located nearby.

For more information visit:  
Community & Economic Development Department  
5399 North Dixie Highway,  
Suite 3  
Oakland Park, FL 33334  
(954)-630-4475

[oaklandparkfl.gov/OPbusiness](http://oaklandparkfl.gov/OPbusiness)

Every property is unique and can have physical conditions that impact the permitting process for your business.

### DID YOU KNOW?

- Any improvement in a commercial building requires a building permit
- Changing the use of an existing business or renovating over 50% may change its zoning.
- Before signing a lease or contract, check with planning and zoning to guide you through the process before you begin construction.

OUR STAFF CAN SAVE YOUR BUSINESS TIME AND EFFORT IF YOU PLAN AHEAD!

Opening a business involves registering that company with the State of Florida and the Internal Revenue Service.

### REGISTER YOUR BUSINESS ONLINE

<https://dos.myflorida.com/sunbiz/start-business/efile/>

### OBTAIN BUSINESS TAX IDENTIFICATION

<https://www.ein-assistance.com>

### APPLY FOR BUSINESS TAX RECEIPT & CERTIFICATE OF USE PERMIT

<http://www.oaklandparkfl.gov/169/Business-Tax-Receipts>

### ADDITIONAL DOCUMENTATION NEEDED BASED ON BUSINESS TYPE

- STATE LICENSE REQUIRED?  
[www.myfloridalicense.com/DBPR/](http://www.myfloridalicense.com/DBPR/)
- HOTEL & RESTAURANT?  
[www.myfloridalicense.com/DBPR/hotels-restaurants/](http://www.myfloridalicense.com/DBPR/hotels-restaurants/)
- VEHICLES, REPAIRS AND OTHERS?  
[www.flhsmv.gov](http://www.flhsmv.gov)
- HEALTH CARE PROFESSIONAL?  
<http://flhealthsource.gov>