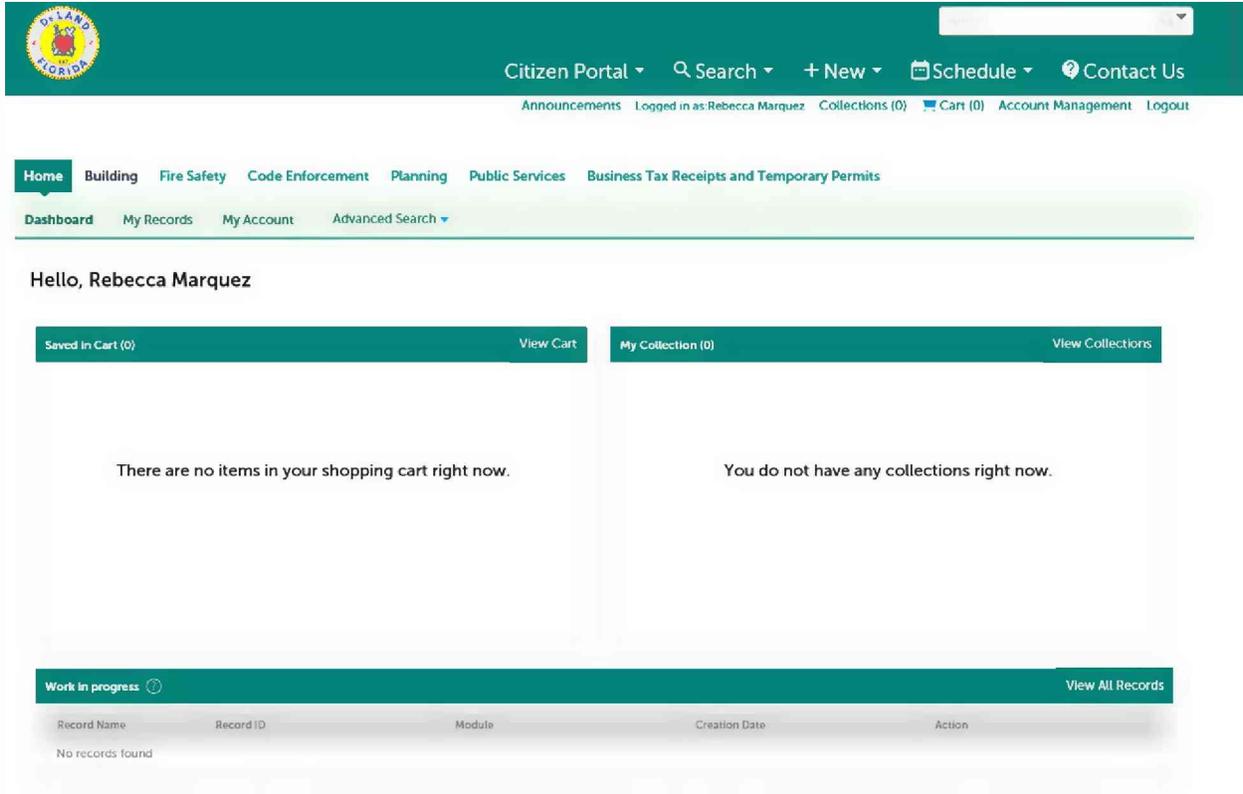


Creating A Tent and Seasonal Sales Permit

Once you have logged in, you will reach the **Home** page under **Dashboard**.



You will then need to select the **Business Tax Receipts** module.

Apply for a Tax Receipt or Temporary Permit Search Tax Receipts or Temporary Permits

Records

Show on Map

Showing 1-7 of 7 | Download results | Add to collection | Add to cart

<input type="checkbox"/>	Record Number	Record Type	DBA Name	Address	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	BT19-087	Business Tax Receipt New Application		120 S FLORIDA AV, DELAND FL 32720		Pending		
<input type="checkbox"/>	BTD19-008	Business Tax Receipt Declaration			09/30/2019	Pending		
<input type="checkbox"/>	BTC19-024	Business Tax Receipt Change	Rebecca			Pending		
<input type="checkbox"/>	BTR19-0060	Business Tax Receipt		120 S FLORIDA AV, DELAND FL 32720	09/30/2019	Declarations Due	Amendment	
<input type="checkbox"/>	SEP19-010	Tent and Seasonal Sales Permit		120 S FLORIDA AV, DELAND FL 32720		Pending		
<input type="checkbox"/>	BTC19-023	Business Tax Receipt Change	Rebecca's New Business			Pending		
<input type="checkbox"/>	BTD19-007	Business Tax Receipt Declaration			09/30/2019	Pending		

Search for Business Tax Receipts or Temporary Permits

Enter information below to search for records:

- Site Address
- Tax Receipt or Temporary Permit Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

General Search

Enter your Business License search criteria below. Use the Start Date and End Date fields to enter parameters for the date the license was first issued.

Search my records only

Under the Business Tax Receipts module, you will then select the subheader **Apply for a Tax Receipt or Temporary Permit**.

Apply for a Tax Receipt or Temporary Permit Search Tax Receipts or Temporary Permits

Online Tax Receipt or Temporary Permit Application

Welcome to our Online Business Tax Receipt System. Using this system you can submit information, pay fees, and track the status of your application all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the City of DeLand attempts to keep its Web information accurate and timely, the City of DeLand neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City of DeLand as a result of updates and corrections.

I have read and accepted the above terms.

Continue Application »

Read the General Disclaimer and select the check box beneath the disclaimer stating that you have read and accepted the terms. Once this has been done, you can select **Continue Application** to proceed.

Apply for a Tax Receipt or Temporary Permit Search Tax Receipts or Temporary Permits

Select a Tax Receipt or Temporary Permit Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

▸ Tax Receipts and Temporary Permits

Under the search box are options for the types of Business Tax Receipts you may select. Select **Tent and Seasonal Sales Permit**.

Apply for a Tax Receipt or Temporary Permit Search Tax Receipts or Temporary Permits

Select a Tax Receipt or Temporary Permit Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- ▼ Tax Receipts and Temporary Permits
- Business Tax Receipt New Application
 - Food Truck Permit
 - Garage Sale Permit
 - Tent and Seasonal Sales Permit

Once you have selected the type, click the **Continue Application** button.

Step 1: Location & People > Location

Enter your contact information below. To save time you can use the auto-fill option to copy information from your registration.

* indicates a required field.

Address

Enter your business address and click Search to find the address record in the agency database.

*Street No.: Direction: *Street Name: Street Type:

Unit No.: Unit Type:

City: State: Zip: Country:

On this page you will insert the full street number and street name for your business address and select **Search**

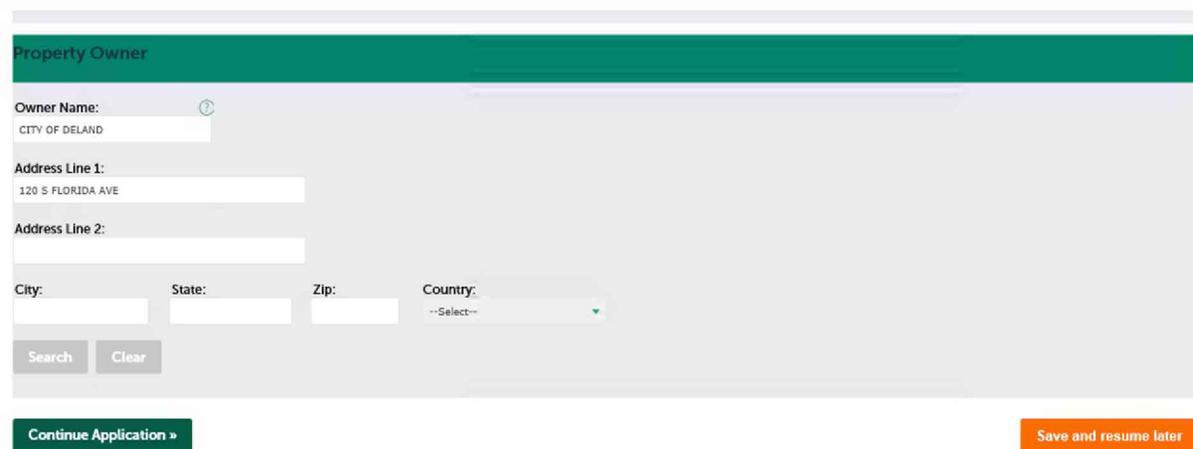
Or

You may enter the parcel number and select **Search**.



The image shows a web form titled "Parcel" with a green header. Below the header, there is a label "* Parcel Number:" followed by a text input field. At the bottom of the form, there are two buttons: "Search" and "Clear".

Once the business location has been selected, the remainder of the information will automatically upload from the Volusia County Property Appraiser's database.



The image shows a web form titled "Property Owner" with a green header. Below the header, there are several input fields: "Owner Name:" with a dropdown menu showing "CITY OF DELAND"; "Address Line 1:" with a text input field showing "120 S FLORIDA AVE"; "Address Line 2:" with an empty text input field; "City:", "State:", "Zip:", and "Country:" each with their respective input fields. The "Country:" field is a dropdown menu showing "--Select--". At the bottom left, there are "Search" and "Clear" buttons. At the bottom right, there are two buttons: "Continue Application >" and "Save and resume later".

Once the information has been entered and verified, select **Continue Application** to proceed.

Step 1: Location & People > Contacts & Information

* indicates a required field.



The image shows a web form titled "Applicant" with a green header. Below the header, there is a text input field. Below the text input field, there is a small text instruction: "To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link." At the bottom, there are two buttons: "Select from Account" and "Add New".

You will select the **Applicant**, or primary contact person, for the Business Tax Receipt. You may do so by adding a completely new applicant or by selecting from account and having the information entered based on the provided information on the account.

Business Information

EVENT DATES AND TIMES

• Start Date: 

• Start Time:

• End Date: Events longer than 2 weeks are subject to additional permitting.: 

• End Time:

Setup Date: 

Is there an alternate date scheduled in case of rain?: 

EVENT DETAILS

Event Title:

Event Description:

Event Organizer Type:

501C3 Documentation: Yes No

Site plan attached?: Yes No

• Public Event: Yes No

Have you held this event previously?: Yes No

Parking Plan Attached: Yes No

Yes No

Food Prepared at Event: Yes No

Proposed Retail Sales: Yes No

How many vendor locations do you plan to accommodate?:

Please describe in detail:

Games: Yes No

Rides: Yes No

Cold Air Balloons: Yes No

TEMPORARY STRUCTURES

Tents: Yes No

Size of Tents:

[Continue Application »](#)

[Save and resume later](#)

Fill out all fields applicable to your business. Some fields are required. Be sure to read over each section carefully to ensure that you are providing accurate information.

Once this has been completed, select the **Continue Application** button to proceed.

Tent and Seasonal Sales Permit

1 Location & People 2 Documents 3 Review 4 Pay Fees 5 Record Issuance

Step 2: Documents > Attached Documents * Indicates a required field.

Attachment

Please Upload:
1. Site Plan
2. Fire Retardant Certification
3. Letter from the property owner allowing this event.

The maximum file size allowed is 100 MB.
htm,html,mht,mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

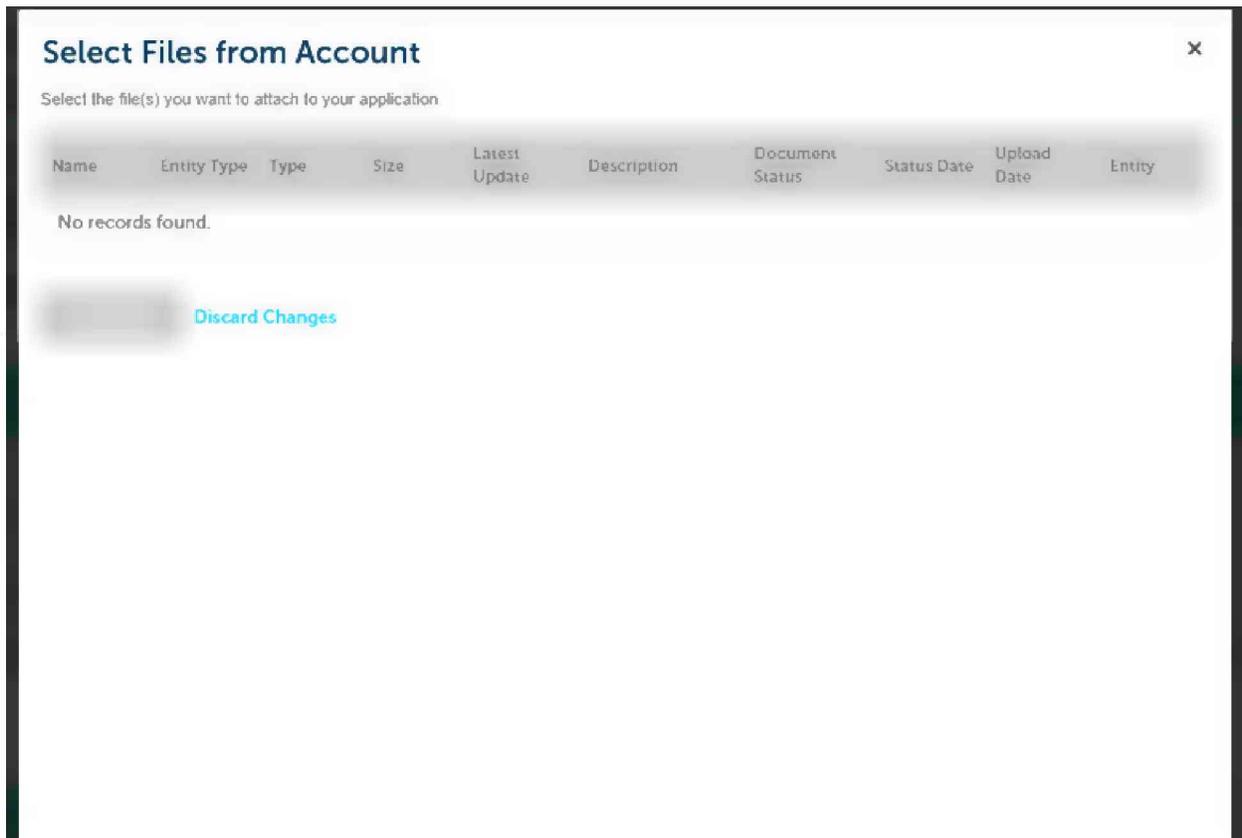
[Select from Account](#) [Add](#)

[Continue Application >](#) [Save and resume later](#)

On this page, you will upload all applicable documents required.

To add a **Required Document**, choose:

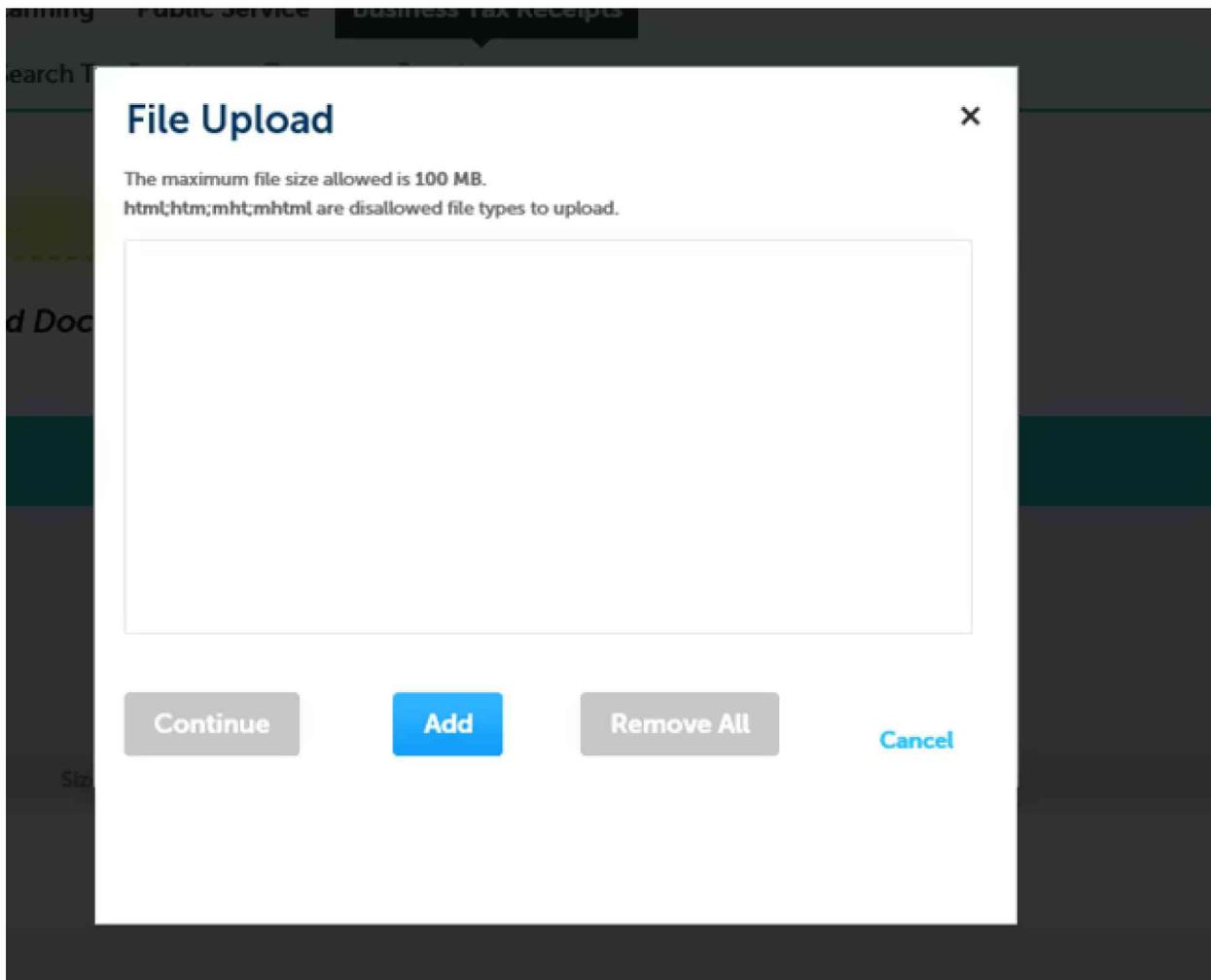
Select from Account



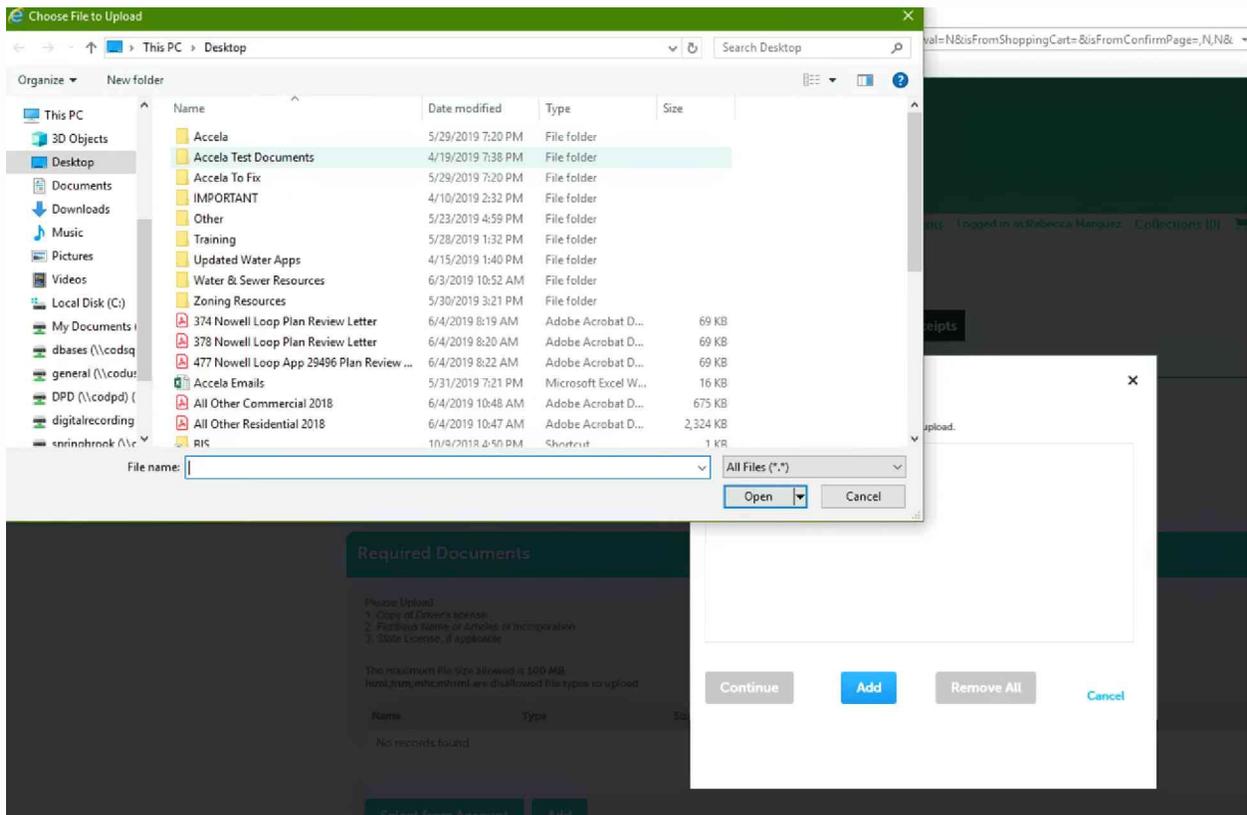
Once you choose **Select from Account**, a page will appear with any documents attached to your account. Select the appropriate document and click the **Continue** button.

or

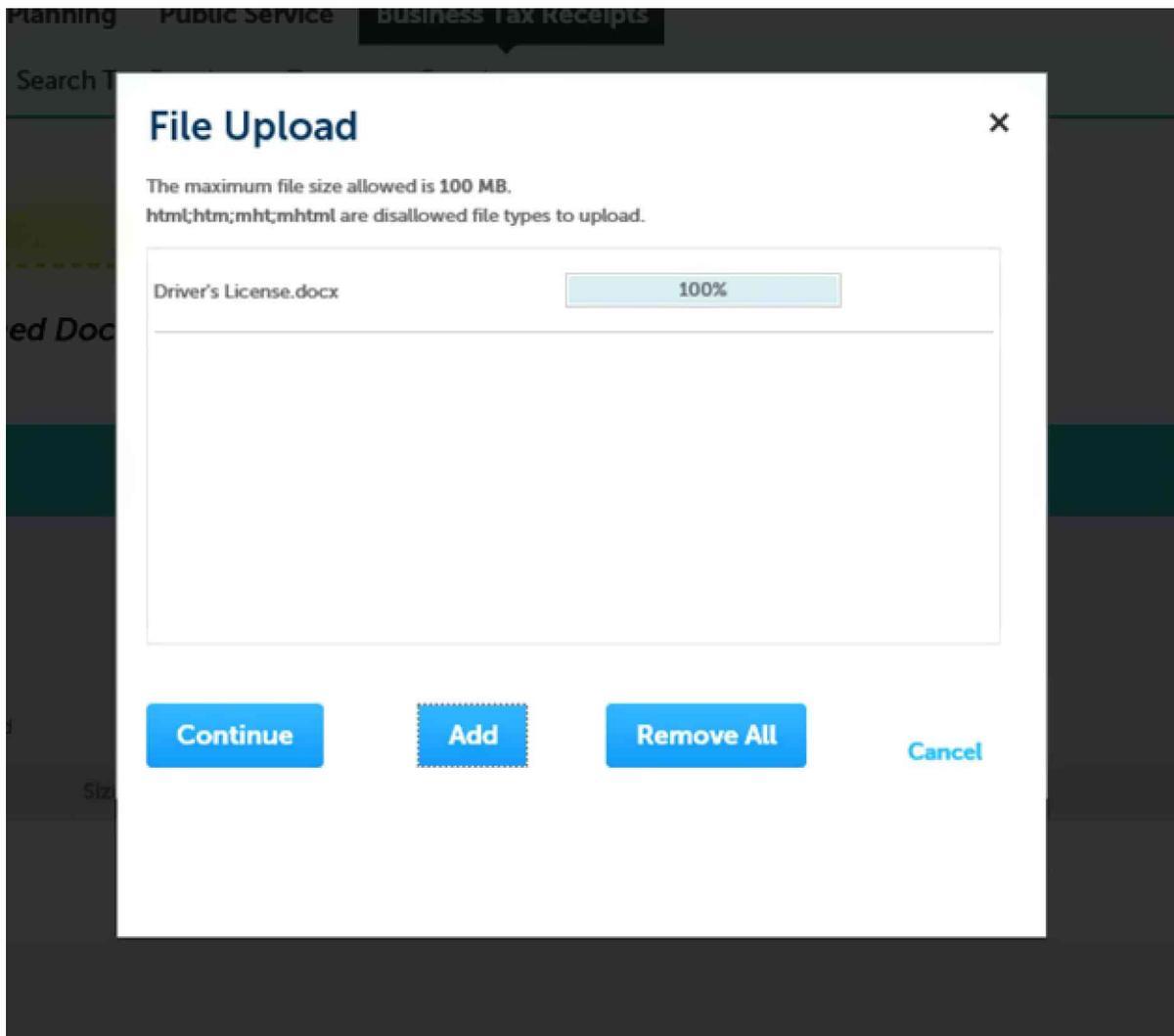
Add



Select **Add** under **File Upload** to gain access to the files on your computer ready to be uploaded.



Select the file you wish to add and then choose **Open**.



Once all the files have been uploaded, you will select **Continue**.

Business Tax Receipt New Application

1 Location & People	2 Business Information	3 Review	4 Pay Fees	5 Record Issuance
---------------------	------------------------	----------	------------	-------------------

Step 2: Business Information > Attached Documents

* indicates a required field.

Required Documents

Please Upload

1. Copy of Driver's license
2. Fictitious Name or Articles of Incorporation
3. State License, if applicable.

The maximum file size allowed is 100 MB.
htm,htmz,mhtml,html are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

* Type: File: [Remove](#)

Description:

Also Attach To

[Save](#) [Select from Account](#) [Add](#) [Remove All](#)

[Continue Application >](#) [Save and resume later](#)

The **Required Documents** screen will expand to request further information of what you have chosen to upload.

You will be required to select the **Type** of document being uploaded for each. A description box is present if needed to give any further explanation needed.

Once all documents have been uploaded and updated accordingly, you must **Save** this page prior to selecting **Continue Application**.

Once you select **Save**, you will receive a message at the top of the screen confirming this or stating that changes need to be made.

Once all documents have been confirmed, select **Continue Application**.

Step 3: Review

Continue Application »

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. You must check the box to agree to the certification at the bottom of the page before you can continue.

Record Type

Tent and Seasonal Sales Permit

Address Edit

120 S FLORIDA AV
DELAND FL 32720

Parcel Edit

Parcel Number: 701652000020

Property Owner Edit

CITY OF DELAND
120 S FLORIDA AVE

Applicant Edit

Rebecca Marquez
City of DeLand
Primary/Cell Phone: 3866267008
E-mail: xluckyx24@gmail.com

Business Information Edit

EVENT DATES AND TIMES

Start Date:	07/31/2019
Start Time:	08:00
End Date: Events longer than 2 weeks are subject to additional permitting.:	08/14/2019

The next step is to verify that all of the information input into the application is correct and make any changes prior to submitting this application.

You may select **Edit** next to any of the sections to alter the information provided.

Once this has been done, select **Continue Application**.

Step 3: Receipt/Record issuance

Receipt

 Your update has been successfully submitted.

120 S FLORIDA AV, DELAND FL 32720

SEP19-012

This page will give you a confirmation and allow you to view the application number of the record.