

# Guide to Applying for Business Licenses in Ocala

15 Steps [View most recent version on Tango.us](#) 

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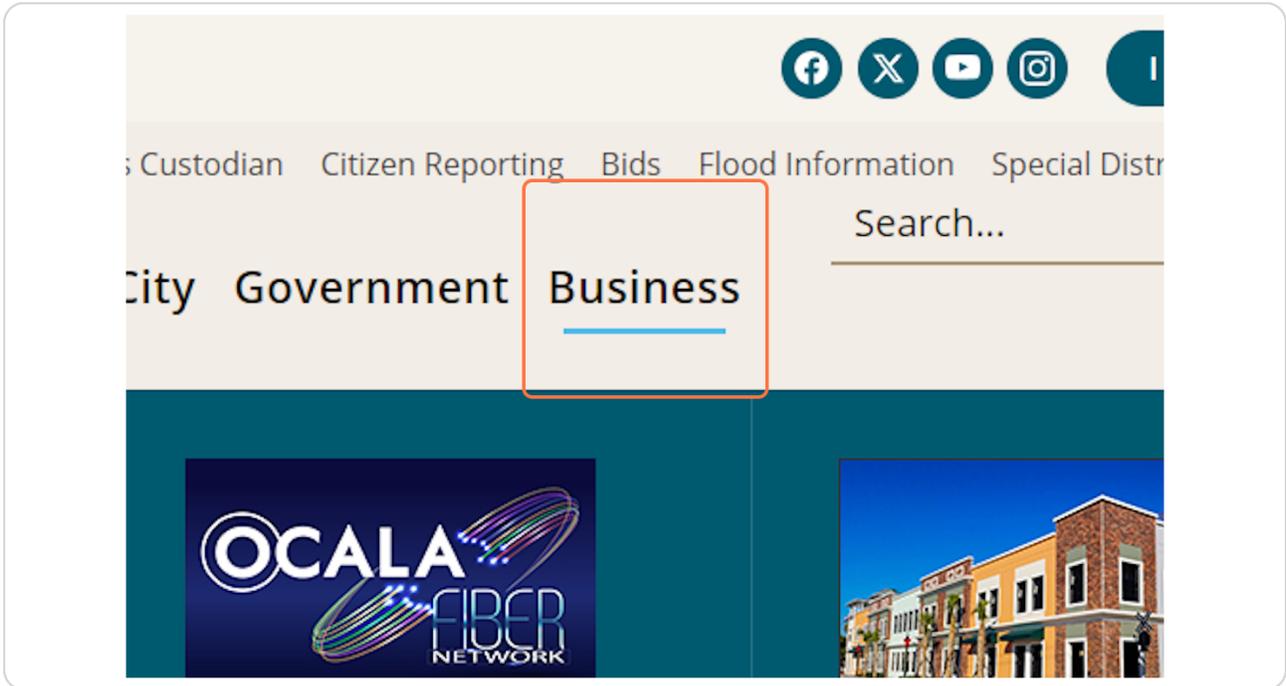
Created by	Creation Date	Last Updated
Michelle Main	Oct 25, 2024	Oct 25, 2024

Go to [www.ocalafl.gov](http://www.ocalafl.gov)

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**STEP 1**

**Click on Business**



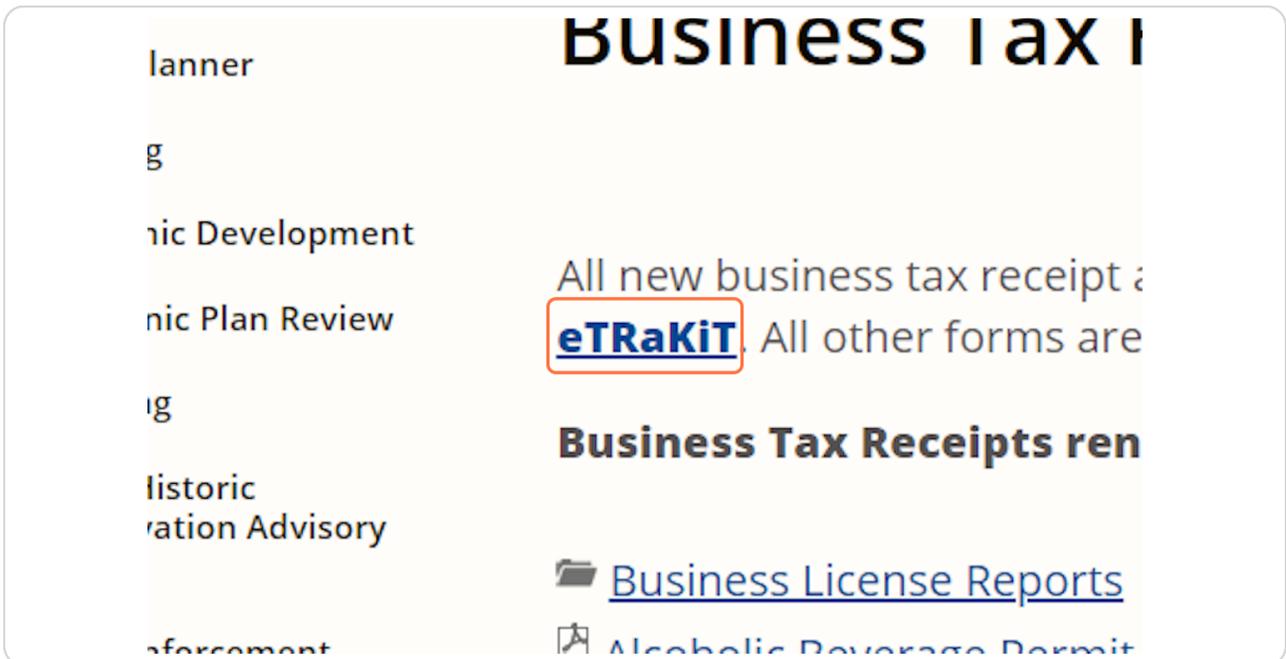
STEP 2

Click on BUSINESS LICENSES



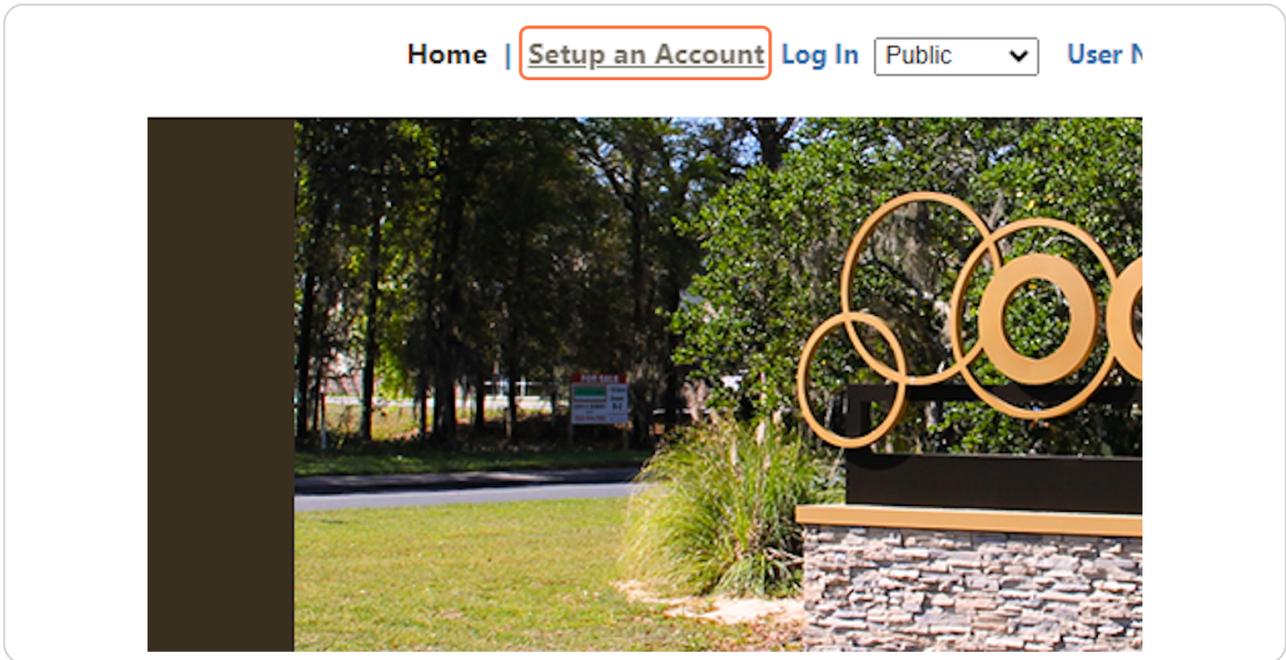
STEP 3

Click on eTRaKiT



STEP 4

Click on Setup an Account



STEP 5

Complete All the Required Fields Then Click on Create Account

Security Question:

\* Secret Answer:

\* Re-enter Secret Answer:

**CREATE ACCOUNT**

STEP 6

Click on DASHBOARD

HOME | **DASHBOARD** | VIEW/EDIT PROFILE | VIEW...

*Hello Michelle M*  
*Below is a Dashboard of your account*

**LINK TO PERMITS, PROJECTS, AND LICENSES**

 *My Active Licenses*

LICENSE NO.	ADDRESS	TYPE	STATUS	FEES DUE
BTR24-	201 SE	GENERAL	PENDING	\$0.00

STEP 7

Click on Apply for New Licenses

Search for a Contractor

- Properties
  - Search Property
- Inspections
  - Schedule
  - Cancel
  - Scheduled
- BTR**
  - Apply for New Licenses**
  - Search Licenses
  - Pay Fees
  - Renew
- Code Violations
  - Search
  - Pay Fees
- Shopping Cart
  - Pay All Fees

LICENSE NO.	ADDRESS
BTR24-0005	201 SE 3RD...

STEP 8

Select Your Business Type and Subtype From the Dropdown Boxes

**License Application**

Step 1 LICENSE INFORMATION Step 2 Step 3

*License Information*

\*Type

Licensee Name

TYPE OF OWNERSHIP

\*DBA

\*BUSINESS NAME

## STEP 9

### Complete the Rest of the Form

Please enter your business name in the "Licensee Name" field

Step 1 LICENSE INFORMATION    Step 2    Step 3    Step 4

*License Information*

\*Type    AMUSEMENTS

SubType    BINGO

Licensee Name    Test Business Number 6

TYPE OF OWNERSHIP    \*DBA

HISTORIC DISTRICT    \*BUSINESS NAME

STATE LICENSE NUMBER

## STEP 10

### Upload Your Sunbiz Report and, If Applicable, Your State License Based on the Requirements of Your Field.

the City of Ocala and to comply with all City of Ocala Ordinances whether specified or not. All information supplied shall become public record. I swear and affirm that the information in this application is true and correct to the best of my knowledge.

*Attachments*

**Please upload all required documents needed for your BTR application.**

**Documents can be uploaded at any time using this portal.**

**Failure to upload required documents may result in unnecessary delays to your BTR application.**

Filename

Sunbiz Report.pdf

[Sunbiz Report.pdf](#)

Description:

STEP 11

Click on Upload

📄 Sunbiz Report.pdf ✖ Remove

**Sunbiz Report.pdf**  
Description:

**State License.pdf**  
Description:

**UPLOAD**

**CANCEL**

STEP 12

Click on Next Step

**CANCEL** **NEXT STEP**

STEP 13

**Select ADDRESS from Search By and Enter Your Business Address in the Field Below**

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t  
port  
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actor

*Application for a AMUSEMENTS License*

*License Address*

Enter all or part of the address and press search

Search By

Search Value

**SEARCH**

Print Name   
As

Email

## STEP 14

### Complete All the Required Fields Then Click on Next Step

Zip

C

CANCEL PREVIOUS STEP NEXT STEP

## STEP 15

### Click on View License

*Upon completion of the application review, you will receive an email notification informing you that your invoice is ready for payment.*

**Contractors**  
Search for a Contractor

**Properties**  
Search Property

**Inspections**  
Schedule  
Cancel  
Scheduled

**STR**  
Apply for New Licenses  
Search Licenses  
Pay Fees  
Renew

**Code Violations**  
Search  
Pay Fees

*Confirmation*

Thank you for your submissic  
Your application will be processe  
assigned for review.

VIEW LICENSE PRINT SUMMARY

*Tango*

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