

# iMS -- How To Apply for a Business License on iMS

1

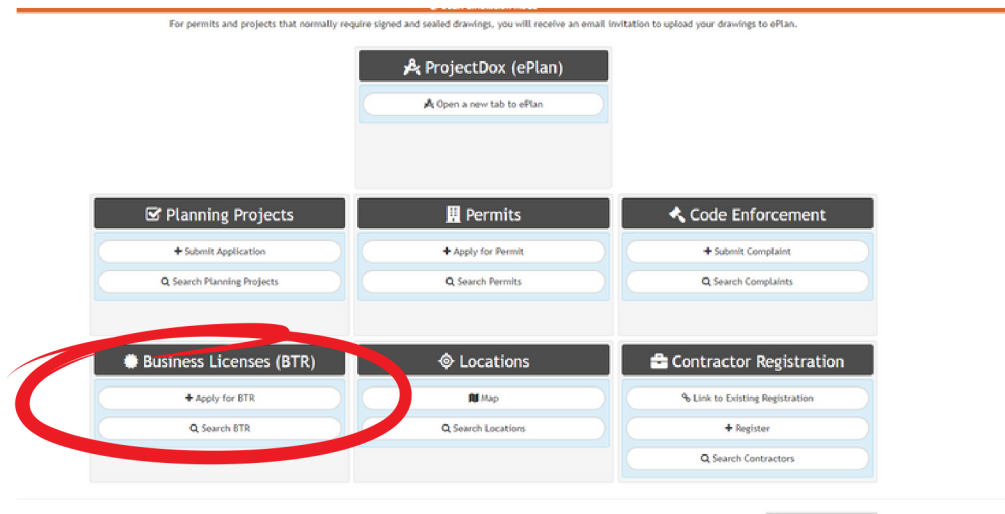
## Log into iMS

Go to iMS by either going to [ims.lakelandgov.net](https://ims.lakelandgov.net) or locating the CED Portal (iMS) link on our website ([www.lakelandgov.net](http://www.lakelandgov.net)). Make sure you select "User" and not "Guest" to log in. You will not be able to apply, pay fees, or access your Dashboard if you log in as "Guest."

When you log in you will be taken to the homepage.

2

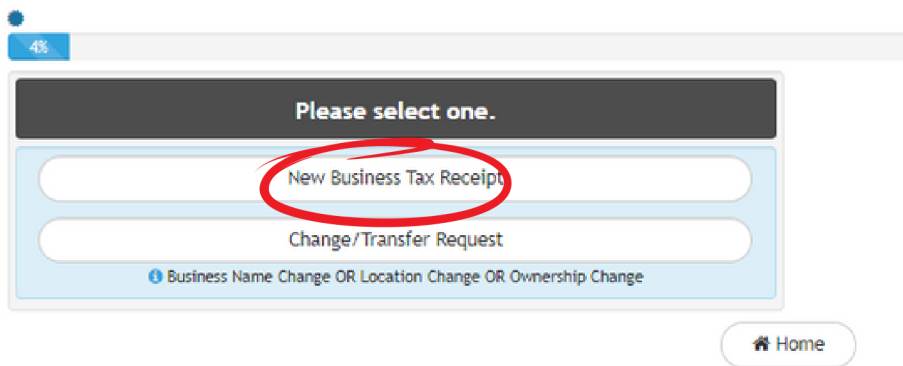
From there you select Apply for BTR:



3

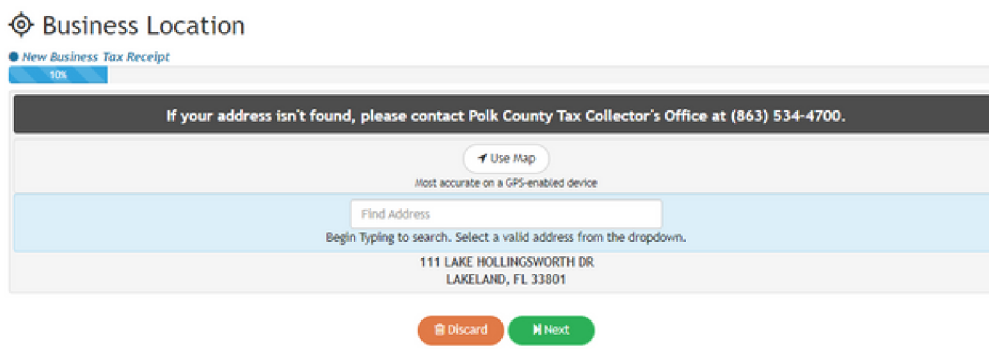
From there you will choose New Business Tax Receipt.

## + Create New license



4

Type in the address. Click Next.



## 5 Read over the requirements and accept.

### Requirements

New Business Tax Receipt

15%

- **Social Security Number or Federal Employer Identification Number (EIN):** Per the IRS, an Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. For more information, please contact the [Internal Revenue Service Lakeland Office](#) 2133 Harden Boulevard, Lakeland, FL 33803 [863.904.3399](#)
- **State Sales Tax Number:** Before you begin business in Florida, you must first find out if your business activity or products will be subject to sales and use tax. For more information, please contact the [Florida Department of Revenue Lakeland Office](#) 115 S Missouri Avenue #202 Lakeland, FL 33801 [863.499.2260](#)
- **State Licensure:** required for professional businesses such as attorneys, automobile repair and sales, banking and finance, contractors, cosmetology, engineering, food and lodging, health occupations, pest control, real estate, and tattoo shops. Contact the [Florida Department of Business and Professional Regulation](#) to find information on the State's requirements for your business.
- **Fictitious Name Registration:** if you do not use your full name (first and last) in your business name, the State of Florida requires that you register the name of your business. To register, contact the Department of State's Division of Corporations at [850.245.6058](#) or register online at <https://efile.sunbiz.org/ficregintro.html>. The [Business Tax Office](#) also has registration packets available in the office.
- **Safety Inspection:** may be required in specific cases such as daycare or healthcare professions that are regulated by the State of Florida. Please contact the [Lakeland Fire Department](#), [863.834.8201](#), to verify if an inspection is needed.
- **Restaurants:** must contact the Florida Department of Business and Professional Regulation's [Division of Hotels and Restaurants](#), [850.487.1395](#) and the [Polk County Health Department](#), [863.519.8330](#).
- **Sellers of pre-packaged food, vitamins, supplements and open food items:** must contact the [Florida Department of Agriculture and Consumer Services](#), [850.435.7532](#).
- **Motor Vehicle Repair:** must contact the [Florida Department of Agriculture and Consumer Services](#), [850.488.3022](#).
- **Signs:** if you are adding or changing any signage on your property, a permit will be required from the City of Lakeland's [Building Inspection Division](#), [863.834.6012](#).

 Discard

 Accept

## 6 Add the name and description for your business.

### Add Description

New Business Tax Receipt

20%

Please enter description below

Business Name	<input type="text" value="Smith &amp; Co."/>
Business Description	<input type="text" value="A wonderful business"/>

 Discard

 Undo

 Next

7

# Add your business information.

## Business Information

New Business Tax Receipt

Please enter details below

Application Information		Additional Info	
Federal ID/Social Security Number	*****	Flood Zone	
Business Category	Cat IIIA - Cosmetology	UHS	
Business Classification	Barber/Cosmetologist	<b>Building Data</b>	
Sq. Ft.	500	Special Use	FSC SPI
Number of Employees	20	Historic District	No
<small>Please only include employees who are not state-licensed professionals.</small>		Conditional Use	
Multiple Owners?	<input type="radio"/> No	Core Improvement	No
State License # (if applicable)		EZ	NO
Sales Tax Number (if applicable)		CRA	No
Tax Exempt	<input type="radio"/> No	<b>Detailed Prop Values</b>	

Land Use		Location Information	
Neighborhood	No	Bathrooms	
Code Enforcement	DANIEL POVEY	Bedrooms	
Building Inspector	Eldon Stover	Consus	104.02
BT Officer	Maria Boothby	Improved Value	\$567,281.00
Impact Fee	2	Land Value	\$332,309.00
Square Feet	3,9121	Lot Size sf	3,9121
		Stories	1
		Block	PI
		Site Lot Number	Urban Neighborhood,Urban Special Purpose
		Subdivision	OLYMPIAN PARK SUBDIVISION
		Tract	RA-1, RB-1
		Structure sf	
		Total Value	\$861,798.00
		Year Build	2011
		Zone Code	RA-1, RB-1

Discard Undo Next

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## Add your business contacts.

**Contacts**

New Business Tax Receipt 50%

Please complete any available contacts.

Applicant	Business Owner
Name: John Smith	Name: John Smith
Company: Smith & Co.	Company: Smith & Co.
Address: 111 Lake Hollingsworth Drive	Address: 111 Lake Hollingsworth Drive
Unit:	Unit:
Address 2:	Address 2:
City: Lakeland	City: Lakeland
State: FL	State: FL
Zip: 33801	Zip: 33801
Business Phone: 863-867-5309	Business Phone: 863-867-5309
Email Address: JSmith@gmail.com	Email Address: JSmith@gmail.com
Secondary Phone:	Secondary Phone:
Driver's License #:	Country:
Other Info:	Other Info:

Mailing Address	Property Owner
Name: John Smith	Full Name: FLORIDA SOUTHERN COLLEGE
Company: Smith & Co.	Name 2:
Address: 111 Lake Hollingsworth Drive	Street Address: 111 LAKE HOLLINGSWORTH DR
Unit:	Address 2:
Address 2:	City: LAKELAND
City: Lakeland	Township:
State: FL	State: FL
Zip: 33801	Zip: 33801
Business Phone: 863-867-5309	<small>Just 5 digit zip please</small>
Email Address: JSmith@gmail.com	Email Address: JSmith@gmail.com
Secondary Phone:	Country:
Country:	Other Info:
Other Info:	Other Info:

Discard Undo Next

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## Add photos of your driver's license, State License, and Sunbiz Registration.

### File Requests

New Business Tax Receipt 60%

Pending - File Requests

- Driver's License
- State License
- Sunbiz Registration

Discard Next

Once uploaded, the green icons will change to orange.

New Business Tax Receipt 70%

Pending - File Requests

Uploads

Driver's License	12/27/2023	✓
State License	12/27/2023	✓
Sunbiz Registration	12/27/2023	✓

Discard Next

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## Read over the Legal Acknowledgement and accept.

### ⚠ Legal Acknowledgement

New Business Tax Receipt

80%

Per Florida Statute 205.0535(5) -

A receipt may not be issued unless the federal employer identification number or social security number is obtained from person to be taxed.

CERTIFICATE: I certify that the information contained herein is true and correct to the best of my knowledge and belief. I understand that if any portion is false or misrepresented, such fact may constitute a criminal violation of City Code Section 18, as amended, and may be just cause for immediate revocation of any license issued to me.

Discard

Accept

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## Review your Application Summary and submit.

### Application Summary

New Business Tax Receipt

80%

⚠ Final Step - Confirm Details and Click Submit Below

Basic Information	Linked Records	Contacts
<p><b>Location</b></p> <p>111 LAKE HOLLINGSWORTH DR LAKELAND, FL 33801 242819212000004030</p> <p><b>Business Name</b></p> <p>Smith &amp; Co. Business Description Hairdresser</p>		<p><b>Applicant</b> John Smith</p> <p><b>Business Owner</b> John Smith</p> <p><b>Mailing Address</b> John Smith</p> <p><b>Property Owner</b> FLORIDA SOUTHERN CO...</p>
Reviews	Tasks	Requested Files
		<p>Driver's License</p> <p>State License</p> <p>Sunbiz Registration</p>
Files	Business Information	Notes
	<p><b>Business Category</b> Cat IIIA - Cosmetology</p> <p><b>Business Classification</b> Barber/Cosmetologist</p> <p><b>Sq. Ft.</b> 500</p> <p><b>Number of Employees</b> 20</p> <p><b>Multiple Owners?</b> No</p> <p><b>State License # (if applic...</b></p> <p><b>Zone Code</b> RA-1, RB-1</p> <p><b>Historic District</b> No</p> <p>More</p>	
Accepted Disclaimers	Flags	SMS Text Log
<p><b>Requirements</b> 01/03/2024</p> <p><b>Legal Acknowledgment</b> 01/03/2024</p>		
Email Log		

Discard

Submit

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Create your confirmation by clicking the center button. The center number is the account number.

## 👍 Create Confirmation

New Business Tax Receipt

100%

Home

1399882

+ Another

13

This is your account. You may return to the home page and complete other tasks.

🔌 1399882

Renew



New Business Tax Receipt

Submitted 01/03/2024

Basic Information	\$ Charges	Contacts
<p>Location</p> <p>111 LAKE HOLLINGSWORTH DR LAKELAND, FL 33801 24281921200004030</p> <p>Business Name</p> <p>Smith &amp; Co. Business Description Hairdresser</p>	<p>Total Charges \$31.50</p> <p>Balance Due \$31.50</p>	<p>Applicant John Smith</p> <p>Business Owner John Smith</p> <p>Mailing Address John Smith</p> <p>Property Owner FLORIDA SOUTHERN CO...</p>
Reviews	Requested Files	Business Information
<p>New Application Review 01/03/2024</p>	<p>Driver's License ✓</p> <p>State License ✓</p> <p>Sunbiz Registration ✓</p>	<p>Business Category Cat IIIA - Cosmetology</p> <p>Business Classification Barber/Cosmetologist</p> <p>Sq. Ft. 500</p> <p>Number of Employees 20</p> <p>Multiple Owners? No</p> <p>State License # (if applic...)</p> <p>Zone Code RA-1, RB-1</p> <p>Historic District No</p> <p>More</p>
Notes	Accepted Disclaimers	Flags
	<p>Requirements 01/03/2024</p> <p>Legal Acknowledgement 01/03/2024</p>	
SMS Text Log	Email Log	

Home