



# SMALL BUSINESS CHECKLIST

## LICENSES AND PERMITS

Thank you for your interest in starting a new business in St. Johns County! The County's Economic Development Office, St. Johns County Chamber of Commerce, and other resource partners coordinate efforts to support your small business. This checklist provides an introductory guide on zoning permits, business tax receipts and other state business regulations.

### PLANNING AND ZONING

**St. Johns County**  
Planning & Zoning Division  
4040 Lewis Speedway  
St. Augustine, FL 32084  
(904) 209-0675  
[www.sjcfi.us](http://www.sjcfi.us)  
[plandep@sjcfi.us](mailto:plandep@sjcfi.us)

Check with your local zoning office for information regarding the correct steps to obtain your permit. If you will be operating your business out of your home, a permit is required in St. Johns County.

**City of St. Augustine Beach**  
Building & Zoning  
2200 A1A South  
St. Augustine Beach, FL 32080  
(904) 471-8758  
[www.staugbch.com](http://www.staugbch.com)  
[blaw@cityofsab.org](mailto:blaw@cityofsab.org)

**City of St. Augustine**  
Planning & Building Department  
75 King Street  
St. Augustine, FL 32084  
(904) 209-4324  
[www.citystaug.com](http://www.citystaug.com)  
[businesslicense@citystaug.com](mailto:businesslicense@citystaug.com)

### INCORPORATION & FICTITIOUS NAMES

All corporations must be registered in compliance with Florida statutes. For more information regarding the registration of your business, please contact:

**Florida Department of State**  
Clifton Building  
2661 Executive Center Circle  
Tallahassee, FL 32301  
(850) 245-6500  
[www.sunbiz.org](http://www.sunbiz.org)

**Florida Department of Revenue**  
Sales Tax Registration  
5050 West Tennessee Street  
Tallahassee, FL 32399  
(850) 468-6800  
[www.myflorida.com/dor](http://www.myflorida.com/dor)

### STATE PROFESSIONAL & BUSINESS LICENSES

The Florida Department of Business and Professional Regulation requires some licensee categories and businesses to obtain a state license. The Florida Department of Agriculture and Consumer Services requires a license, permit or registration for certain businesses.

**Florida Department of Business and Professional Regulation**  
1940 N. Monroe Street  
Tallahassee, FL 32399  
(850) 487-1395  
[www.myfloridalicense.com](http://www.myfloridalicense.com)

**Florida Department of Business and Professional Regulation**  
**Division of Alcoholic Beverages & Tobacco**  
1940 N. Monroe Street  
Tallahassee, FL 32399  
(850) 992-8981  
[www.myfloridalicense.com/dbpr](http://www.myfloridalicense.com/dbpr)

**Florida Department of Agriculture and Consumer Services**  
The Capital  
400 South Monroe Street  
Tallahassee, FL 32399  
(850) 488-3022  
[www.freshfromflorida.com](http://www.freshfromflorida.com)

### LOCAL BUSINESS TAX RECEIPT

Payment of the Local Business Tax is required to conduct business in St. Johns County. It is due annually on October 1, coinciding with the beginning of the fiscal year, ending September 30.

**St. Johns County Tax Collector Office**  
4030 Lewis Speedway, St. Augustine, FL 32084  
(904) 209-2250  
[www.sjctax.us/BusinessTax.aspx](http://www.sjctax.us/BusinessTax.aspx)



## HEALTH PERMITS

### Florida Department of Business and Professional Regulation

Division of Hotels and Restaurants  
1940 N. Monroe Street  
Tallahassee, FL 32399  
(850) 487-1395  
[www.myfloridalicense.com](http://www.myfloridalicense.com)

At both the state and county level, health permits are required for many types of businesses. Contact the Florida Department of Health in St. Johns County for further information.

### Florida Department of Health in St. Johns County

200 San Sebastian View  
St. Augustine, FL 32084  
(904) 209-3520  
<http://stjohns.floridahealth.gov/>

### Florida Department of Agriculture Food Inspection

3125 Conner Blvd., Suite F  
Tallahassee, FL 32399  
(850) 488-3731  
[www.freshfromflorida.com](http://www.freshfromflorida.com)



## ENVIRONMENTAL PERMIT

Any business that impacts water quality, air quality or environmental resources must apply for a permit.

### Florida Department of Environmental Protection

Northeast District  
8800 Baymeadows Way West, Suite 100  
Jacksonville, Florida 32256-7590  
(904) 256-1700  
[www.dep.state.fl.us/northeast](http://www.dep.state.fl.us/northeast)



## SMALL BUSINESS SUPPORT NETWORK

### ST. JOHNS COUNTY ECONOMIC DEVELOPMENT OFFICE

St. Johns County EDO coordinates overall economic development efforts in the county, and provides assistance to businesses interested in locating and expanding into the county. Services include site selection, incentive negotiation and other due-diligence requests, as well as managing the local incentive program.

#### Melissa Glasgow, Economic Development Director

Office of the County Administrator  
St. Johns County Board of County Commissioners  
500 San Sebastian View  
St. Augustine, FL 32084  
(904) 209-0552  
[www.sjcfl.us](http://www.sjcfl.us)  
[mglasgow@sjcfl.us](mailto:mglasgow@sjcfl.us)

### ST. JOHNS COUNTY OFFICE SMALL BUSINESS DEVELOPMENT CENTER

Through a partnership with the Florida Small Business Development Center at the University of North Florida (SBDC) and St. Johns County, this service provides free consulting, training and specialized assistance to established businesses and individuals considering starting a business.

#### Marge Cirillo, Certified Business Analyst

St. Johns County Growth Management Office  
4040 Lewis Speedway  
St. Augustine, FL 32084  
(904) 209-1295  
[www.sbdc.unf.edu](http://www.sbdc.unf.edu)  
[m.cirillo@unf.edu](mailto:m.cirillo@unf.edu)

### ST. JOHNS COUNTY CHAMBER OF COMMERCE

Through a formal partnership with St. Johns County, the Chamber works collaboratively with county economic development staff to support new and existing businesses interested in expanding in the county.

#### Isabelle Renault

St. Johns County Chamber of Commerce  
1 News Place, Suite C  
St. Augustine, FL 32086  
(904) 829-5681 ext. 53  
[www.sjcchamber.com](http://www.sjcchamber.com)  
[Isabelle.Renault@sjcchamber.com](mailto:Isabelle.Renault@sjcchamber.com)

### SCORE JACKSONVILLE

SCORE Jacksonville is a volunteer organization that provides free counseling and advice to small businesses located in Northeast Florida. Schedule a free, private counseling session online with a SCORE Mentor.

#### Bill Pray

Score Jacksonville  
7825 Baymeadows Way, Suite 100B  
Jacksonville, FL 32256  
(904) 443-1900  
[www.jacksonville.score.org](http://www.jacksonville.score.org)