



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
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
blaw@cityofsab.org

City of St. Augustine
Planning & Building Department
75 King Street
St. Augustine, FL 32084
(904) 209-4324
www.citystaug.com
tmullins@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

Florida Department of Revenue
Sales Tax Registration
5050 West Tennessee Street
Tallahassee, FL 32399
(850) 468-6800
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

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

Florida Department of Agriculture and Consumer Services
The Capital
400 South Monroe Street
Tallahassee, FL 32399
(850) 488-3022
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



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

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) 209-3250
<http://stjohns.floridahealth.gov>

Florida Department of Agriculture Food Inspection

3125 Conner Blvd., Suite F
Tallahassee, FL 32399
(850) 488-3731
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



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.

St. Johns County Economic Development Office
St. Johns County Board of County Commissioners
500 San Sebastian View
St. Augustine, FL 32084
(904) 209-0560
www.sjcfl.us
ecodev@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
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 (Rodriguez) Renault
St. Johns County Chamber of Commerce
100 Southpark Blvd., Suite 405-406
St. Augustine, FL 32086
(904) 829-5681
www.sjcchamber.com
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