



SMALL BUSINESS CHECKLIST

LICENSES & PERMITS / 2023

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

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.

St. Johns County Planning & Zoning Division

4040 Lewis Speedway
St. Augustine, FL 32084
(904) 209-0675
sjcfl.us | plandept@sjcfl.us

City of St. Augustine Beach Building & Zoning

2200 A1A South
St. Augustine Beach, FL 32080
(904) 471-8758
staugbch.com | blaw@cityofsab.org

City of St. Augustine Planning & Building Department

75 King Street
St. Augustine, FL 32084
(904) 209-4324
citystaug.com | tmullins@citystaug.com

STATE PROFESSIONALS & 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 | myfloridalicense.com

Florida Department of Business and Professional Regulation Division of Alcoholic Beverages & Tobacco

1940 N. Monroe Street
Tallahassee, FL 32399
(850) 992-8981 | myfloridalicense.com/dbpr

Florida Department of Agriculture and Consumer Services

The Capital
400 South Monroe Street
Tallahassee, FL 32399
(850) 488-3022 | freshfromflorida.com

INCORPORATION & FICTICIOUS 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 323
(850) 245-6500 | sunbiz.org

Florida Department of Revenue Sales Tax Registration

5050 West Tennessee Street
Tallahassee, FL 32399
(850) 468-6800 | myflorida.com/dor

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 | sjctax.us/local-business-tax/

HEALTH PERMITS

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 Business and Professional Regulation Division of Hotels and Restaurants

1940 N. Monroe Street
Tallahassee, FL 32399
(850) 487-1395 | myfloridalicense.com

Florida Department of Health in St. Johns County

200 San Sebastian View
St. Augustine, FL 32084
(904) 209-3250 | stjohns.floridahealth.gov

Florida Department of Agriculture Food Inspection

3125 Conner Blvd., Suite F
Tallahassee, FL 32399
(850) 488-3731 | 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 | dep.state.fl.us/northeast

SMALL BUSINESS SUPPORT NETWORK

St. Johns County Board of County Commissioners Economic Development

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.

500 San Sebastian View
St. Augustine, FL 32084 (904) 209-0560
sjcfl.us | ecodev@sjcfl.us

St. Johns County Growth Management 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*
4040 Lewis Speedway
St. Augustine, FL 32084 (904) 209-1295
sbdc.unf.edu | m.cirillo@unf.edu

St. Johns 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
100 Southpark Blvd., Suite 405-406
St. Augustine, FL 32086 (904) 829-5681
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
7825 Baymeadows Way, Suite 100B
Jacksonville, FL 32256 (904) 443-1900
jacksonville.score.org