



### STEPS TO STARTING A BUSINESS IN BRADFORD COUNTY

1. Choose the legal structure for your company (sole prop, partnership, corporation, or LLC)
2. Decide on the name of your company
3. Verify that you can use the name you've chosen **AND** register the company with the State of FL, Dept of State. Do this at [www.sunbiz.org](http://www.sunbiz.org) . (please see 3a-3b before completing 3)
  - 3a. If sole proprietor **AND** the owner's first and last names are in the name of the business ( e.g. John Brown Painting Service), the state of FL does not require the company to be registered.
  - 3b. If the business name will be different than your company name (e.g. franchise such as McDonalds) then a Fictitious Name Registration must also be done at [www.sunbiz.org](http://www.sunbiz.org) . Prior to filing fictitious name, state of FL requires a legal notice ad be placed in the local newspaper for two weeks. Contact Bradford County Telegraph, 904-964-6305, to do this.
4. Apply for company's Federal Employee Identification Number (FEIN), also known as Tax ID Number, at [www.irs.gov](http://www.irs.gov) . Fill out Form SS-4. Local IRS office is at Wells Fargo Bldg, 3<sup>rd</sup> Floor, 104 N. Main Street, (352)395-6197.
5. State licensing: Check with Dept. of Business and Professional Regulation if state licensing required (approx. 198 categories), [www.myfloridalicense.com/dbpr](http://www.myfloridalicense.com/dbpr) . Typically applies to professionals (accounting, lawyer, architect, engineering, etc.), construction and related fields, sale of securities/financial products and real estate, and businesses which incur human contact in delivering its services (massage, cosmetology, physical therapy, etc.) Also, licensing or registration is required with FL Dept. of Agricultural and Consumer Services, [www.doacs.state.fl.us/onestop/](http://www.doacs.state.fl.us/onestop/), for >100 businesses (e.g. auto repair, food manufacturers, aerobics, pest control, etc.). All health-related professions are licensed by FL Agency for Health Care Administration (AHCA), [http://ahca.myflorida.com/licensing\\_cert.shtml](http://ahca.myflorida.com/licensing_cert.shtml)
6. Apply for FL sales tax # and Certificate of Resale with Dept. of Revenue, [www.myflorida.com/dor/taxes](http://www.myflorida.com/dor/taxes) . Locally, FL Dept. of Revenue, 14107 NW US Hwy 441, Suite 100, Alachua, FL 32615, (386)418-4444.
7. Open company/business bank account using FEIN as the tax ID #, **NOT** owner(s) social security #.
8. Apply for Zoning Permit. Bradford County Building and Zoning Department, 945-F N. Temple Ave Starke, FL 32091, 904-966-6213. <http://www.bradfordcountyfl.gov/bz.html>

9. Obtain Business Tax Receipt (aka Occupational License). Requires scheduling and passing Fire Marshall inspection.

- City of Starke: Building and Zoning Office, Starke City Hall, 209 N. Thompson Steet, (904)964-5027, <https://cityofstarke.ishopserver.com/BUILDINGANDZONING.html>. May also be obtained at City Hall Bldg.

10. Other Licensing, Permits, and Compliance requirements.

Depending on the situation and type of business, the following will also apply:

- Bldg. permit and inspection for construction or reconstruction projects (Zoning & Codes)
- Signage and remodeling/leasehold improvements to leased space (Codes)
- Americans With Disabilities Act (ADA): Alachua County Office of Equal Opportunity, 352-374-5275
- Beverage/Liquor License (FL DBPR, Div. of Alcoholic Beverages and Tobacco, 240 NW 76<sup>th</sup> Drive, Suite B, Gainesville, FL 32607, 352-333-2515)
- Health Permits
  - Lodging & Restaurants/Food Service: FL DBPR, Div. of Hotels & Restaurants, 3300 Bldg, 2nd Floor, Suite 254B, 4161 Carmichael Avenue, Jacksonville, Florida 32207-2353, (850)487-1395
  - Retail food stores (convenient stores, supermarkets): FL Dept. of Agriculture & Consumer Services, 3125 Conner Blvd, Suite H, Tallahassee, FL 32399, (850)245-5520, (800)435-7352, [www.doacs.state.fl.us](http://www.doacs.state.fl.us)
  - Other establishments serving food (child care, nursing home, bar/tavern, mobile & vending units, theaters, etc.): Bradford County Health Department, 1801 North Temple Avenue, Starke, FL 32091, 904-964-7732.
- Environmental permit for any business that is an actual or potential polluting source: FL EPA, Northeast District, 7825 Baymeadows Way, Suite B200, Jacksonville, FL 32256, 904-807-3300)

11. Other Regulations:

- Employment Eligibility Verification, (Bureau of Citizenship & Immigration, 800-375-5283, [www.uscis.gov](http://www.uscis.gov) )
- FL New Hire Reporting, [www.fl-newhire.com](http://www.fl-newhire.com)
- Federal & State Wage & Hour Law, [www.wagehour.col.gov](http://www.wagehour.col.gov)
- Alachua County Wage Theft Ordinance (Alachua County Office of Equal Opportunity, 352-374-5275)
- Pesticide and Fertilizer application requires individuals be trained in best management practices.

Contact Bradford County Cooperative Extension Service, 2266 North Temple Avenue, Starke, FL 32091, 904-966-6299, <http://bradford.ifas.ufl.edu>

- Occupational Safety & Health Act (OSHA), [www.osha.gov](http://www.osha.gov)

12. Taxes.....pay all of them.

- Income Tax (federal and state)
- Employment tax (federal and state unemployment, social security)
- Unemployment tax (federal and state)
- Sales tax (state)
- Tangible Property tax (county)
- Real Estate tax, if the business owns real estate (county)