

Starting a Business in Palatka? A step-by-step

Congratulations on working to open or grow your business in the City of Palatka. Here's a simplified step-by-step guide to help you out. Remember, Palatka City staff is ready to assist.

1 Choose a Business Location:

Ensure your chosen location is zoned for your business.

Zoning for property can be found at <https://putnam-fl.com/> or by checking with your real estate agent, landlord, or the City of Palatka Building and Zoning Staff.

Check with the Planning Department at 386-329-0100 to determine if a permit is required before making any improvements or repairs. All signs, including the re-facing or replacement of existing signs, require a permit.

All building permit applications must be submitted through Putnam County. They can be submitted at <https://www5.citizenserve.com/Portal/PortalController>

Changing a business location requires a new Business Tax Receipt application and fire safety inspection.

2 Permits and Licenses:

Check the required licenses/permits for your business with the Building & Zoning Department at 386-329-0100.

(a) Palatka Business Tax:

If your business has a physical location in the City, you will need a Palatka Local Business Tax Receipt to operate. (This was formerly known as the occupational license.)

The receipt is valid from October 1 to September 30, and you need to renew it annually by October 30.

(b) State Requirements:

Many occupations and businesses require state licenses and permits. Check the Florida Department of State's Division of Corporations website for general state business regulations and information visit <https://dos.myflorida.com/sunbiz/> and <http://www.myfloridalicense.com/DBPR/>

3 Apply for Business Tax Receipt:

Complete the attached Business Tax Receipt application.

4 Submit the following

to the City of Palatka Planning Department in City Hall, 201 N 2nd Street, Palatka, FL 32177, or email to building-zoning@palatka-fl.gov

- Your filled-out Business Tax Receipt Application. (Attached to this form)
- A photocopy of your government ID (or the ID of a designated company officer).
- All necessary state-regulated documents like Certifications, Registrations, Licenses, or mandatory state inventory.
- Evidence of property and business ownership.

This can be:

- A deed recorded in the applicant's name.
- A fully executed lease agreement in the applicant's name.
- A notarized letter from the property owner granting permission to use the space.
- An executed business contract and or articles of incorporation.
- For business transfers, a notarized letter from the previous business owner agreeing to the name ownership transfer.

5 Safety Inspection:

After submitting your documentation, you must schedule a fire safety inspection. This confirms that your business meets safety codes. Passing this is essential before progressing. You can schedule the inspection by emailing firesafetyinspections@palatka-fl.gov or by calling (386) 329-0120. There is a \$50 fee for the inspection.

6 Application Review:

After passing inspection, your application will undergo a review by City staff. You will be informed via email regarding the acceptance or rejection of your application. After approval, you'll be asked to pay any outstanding fees.

Start your business only after this step is finalized.

See City of Palatka Ordinances Sec. 78-164 (d)

Maintain Your Business:

Keep track of local or state regulation changes. Stay updated with renewals for licenses, permits, or tax receipts.

Wishing you success in your Palatka business venture!

The City of Palatka ordinances pertaining to operating business can be found at <http://municode.com>

Please call City Hall at (386) 329-0100 if you have any questions or need more information.

RESOURCES

City of Palatka

Website: www.Palatka-fl.gov
Phone: (386) 329-0100

City of Palatka Public Works

Phone: (386) 329-0107

City of Palatka Fire Department

Website: <https://palatkafd.com/>
Phone: (386) 329-0120

City of Palatka Police Department

Website: <https://www.palatka-fl.gov/231/Police-Department>
Phone: (386) 329-0115

Putnam County Planning & Development Services

Website: <https://main.putnam-fl.com/>
Phone: (386) 329-0307

Putnam Chamber of Commerce

Local chambers can provide networking opportunities, training,

and resources

Website: <https://www.putnamcounty-chamber.com/>
Phone: (386) 328-1503

Florida Department of State, Division of Corporations:

This is where you'll register your business entity
Website: Sunbiz.org
Phone: (850) 245-6000

Florida Department of Revenue: For information on sales tax, use tax, employment tax, and other state taxes.

Website: floridarevenue.com
Phone: (800) 352-3671

Florida Department of Business and Professional Regulation:

For specific industries that require licenses
Website: myfloridalicense.com
Phone: (850) 487-1395

Florida Small Business Development Center (SBDC) Network:

Provides a wide range of business consulting services
Website: floridasbdc.org

Phone: (850) 898-3479

Enterprise Florida: State's official economic development organization. They offer various resources and data for starting and expanding a business in Florida.

Website: enterpriseflorida.com
Phone: (407) 956-5600

Florida Department of Economic Opportunity:

For information on business incentives, economic development, and workforce programs.
Website: floridajobs.org

