BUSINESS TAX CRESCENT CITY, FLORIDA
NEW BUSINESS CHECK LIST

ZONING	To determine if the location and/or building conforms to zoning ordinances for the type of business contemplated, check with the City Planning & Zoning Department at 3 N. Summit Street, Crescent City, FL (386) 698-2525. Businesses operating from a residence require a Home Occupational Permit which can be obtained from the Planning & Zoning Department.
LICENSE	For businesses located in Putnam County: **County Business Tax Receipt is obtained from:** **MAIN OFFICE**: Phone (386) 329-0277 **CRESCENT CITY**: 115 N. Summit St Phone: (386) 698-1217 **For businesses located in Crescent City:** **CITY HALL** 3 N. Summit Street Phone: (386) 698-2525 Ext. 229
STATE	To obtain a State Sales Tax Number, you must contact: Florida department of Revenue, Florida Sales Tax Division, 800-352-3671
CORPORATION	If the business is to be incorporated, contact the Secretary of State's Office, Division of Corporations, Capital Building, Tallahassee, Fl. 32304, (850) 245-6052, www.Sunbiz.org
FEDERAL	To obtain a Federal I.D. Number, you must contact Internal Revenue Service at 800-829-4933 or www.irs.gov
FICTITIOUS NAME	A current copy of the businesses Fictitious Name Registration is required in order to receive an Business Tax Receipt unless: the business uses their corporation name as stated in their Articles of Incorporation, a sole proprietor using their legal first and last name as it appears on their drivers license, an individual attorney doing business in his legal name as a professional association or a business licensed by the Department of Business and Professional Regulation that is doing business in the name as it appears on the state license. Contact the Florida Department of State, Fictitious Name Registration, P O Box 1300, Tallahassee, Fl 32302-1300, Phone (850) 245-6058, www.Sunbiz.org
HOTEL, MOTELS, & RESTAURANT	Contact the Division of Hotels and Restaurants at 1-850-487-1395 prior to obtaining your Business Tax Receipt.
MOTOR VEHICLE REPAIR	Contact the Department of Agriculture & Consumer Services at 1-800-435-7352 to obtain your Motor Vehicle Repair Registration. Also required is clearance from the Environmental Health in Palatka, Fl. (386) 326-3267
DEPARTMENT OF AGRICULTURE	Anyone selling food (Convenience store, grocery store, bakery, ice cream parlor, sandwich truck, fish or meat market, food warehouse, etc.) needs to call the Department of Agriculture at (850) 488-3951 for an inspection/state license.
WASTE HAULERS AGREEMENT	Commercial Operators located in Crescent City are required to have a Contract with a Licensed and insured Waste Hauler prior to commencing operations.