



155 Corey Ave, St Pete Beach, FL 33706
Phone (727) 363-9214 Fax (727) 363-9222

Welcome to St Pete Beach.....We are pleased you will be doing business here

The City of St Pete Beach issues Business Tax Receipts under Florida Statute, Chapter 205 and St Pete Beach City Ordinance, Chapter 78, Article IV. A business tax receipt is a privilege tax to engage in or manage any business, profession, or occupation within the city limits. The categories for are often broad and encompass many similar businesses under one heading. Various business classifications have different requirements as well as costs.

All business tax receipts expire September 30 and can be renewed on or after August 1. You will receive a yearly renewal notice reminding you of fees due. Each October 1, if not paid, they are delinquent and subject to penalties each month thereafter, with a maximum of 25 percent. Taxes not paid within 150 days of the due date will be subject to additional penalties, administrative fees and possible Code Enforcement action. New business tax receipts are issued at any time during the year and are pro-rated beginning April 1, at which time a half-year fee applies. Your first step in acquiring your business tax receipt will be to complete the application form, which is available online or at our offices. You will notice that the application asks basic questions such as the name of business, business address, type of business, etc. Your answers to these questions, along with your floor plan and parking plan, help us determine what review processes and related fees are involved. As soon as your application has been reviewed you will be notified as to the status of your request and related fees. Business tax receipts are valid for one year from October 1st through September 30th.

When you submit your application to the Business Tax Division of Community Development, please attach copies of the following basic items: your companies fictitious name or corporation documents from Tallahassee, and any professional and/or competency licensure related to your type of business. Contact for Fictitious Name Department and State Division of Corporations – 850-488-9000 or online at www.sunbiz.org. The Florida Department of Business and Professional Regulation licenses many occupations. A list of these occupations and requirements for licensing can be found at www.state.fl.us/dbpr/.

If you are making alterations to the building you will be occupying you will be required to have a licensed contractor obtain building permits for this work. Your contractor will coordinate final inspections when the work is completed. If you have questions about this process, please contact the Building Division of Community Development at 363-9214.

If you plan on having a sign for your business, a licensed sign contractor will be required to apply for a permit. If you should have questions about this process, please call 363-9214.

If you are only making a name change or an ownership transfer, you will still need to complete an application. If your business is regulated by state or county agencies, we need a copy of the updated documents these agencies have provided. In order to transfer an existing tax receipt, the current City of St Pete Beach paid Tax Receipt must be surrendered and a transfer fee of up to 10% of the annual tax, but not less than \$3.00 nor more than \$25.00 paid. By attaching the previous owners current paid tax receipt, you can take advantage of a lower fee.

If you will be locating your business in a new structure, or you are changing the usage of the premise, a site plan review or zoning approval may be required. In the case of a new use or a change of use there may be requirements for the payment of impact fees.

A Fire Inspection of the premises is required for all new businesses and ownership changes before the tax receipt can be issued. The inspection is done after any alterations are complete and the business is completely set up. The inspection can be requested after submittal of your business tax receipt application. Please call 363-9206 to schedule the inspection.

Certain occupations are permitted as Home Occupations in one and two family residences. For further information please call (727)363-9214.

OTHER PHONE NUMBERS WHICH MAY ASSIST YOU

Alcohol/Tobacco Sales: 813-272-2613	Restaurants: 813-356-1607
Sales Tax: 538-7400	Rental Units: 813-356-1607
Workers Compensation: 813-930-7548	Small Business Administration: 532-6800
Department of Agriculture: 850-488-3951	EIN Number: 866-816-2065
Pinellas County Construction Licensing Board: 727-536-4720 (www.pcclb.com)	

What is a Fictitious Name?

A fictitious name means any name under which a person transacts business in this state other than his legal name. Business means any enterprise or venture in which a person sells, buys, exchanges, barter, deals, or represents the dealing in any thing or article of value, or renders services for compensation.

When would filing a fictitious name not be required?

Filing for a fictitious name is not required under the following circumstances:

1. When the applicant is a licensed attorney forming a business for the practice of law in the State of Florida.
2. When the applicant is registered with the Department of Business and Professional Regulation and their licensing board has not imposed requirements for the registration as a fictitious name.
3. When the applicant is a corporation or limited partnership filed and in good standing with the Division of Corporations and is not transacting business under any other name.
4. When the applicant is a federally chartered corporation and is not transacting business under any other name.
5. When the applicant is using their full name in the title and they are the only owner.