



# Steps to Starting a New Business

There are many resources available to assist you in starting your own business. The City of Palm Bay wants you to be successful in this endeavor. You are urged to contact the following organizations for assistance.

## Step 1

For guidance on starting a business or contact one of the following organizations for assistance.

### Small Business Development Center

#### **Eastern Florida State College**

3865 N Wickham Road  
Building 10, Room 117  
Melbourne, FL 32935-2399  
Telephone: (321) 433-5570

### City of Palm Bay, Economic Development Department

#### **Palm Bay City Hall**

120 Malabar Rd SE  
Palm Bay Florida, 32907  
Telephone: (321) 409-7187

## Step 2

Once you have determined the type of business you wish to open, contact Brevard County and the Florida Department of Business and Professional Regulations to determine if you need a state license or certification of competency. There are more than 50 regulated professions requiring state licensing. Visit the Florida Department of Business and Professional Regulations website or contact them directly for a list of regulated professions.

### Brevard County

#### **Planning & Zoning Department**

Telephone: (321) 633-2070

## Florida Department of Business & Professional Regulations

Telephone: (850) 486-1395

### Step 3

Contact the City of Palm Bay's Growth Management Department to make sure you can operate your business within the city limits of Palm Bay and determine the type of zoning classification required. Only the Planning and Zoning Division, within the Growth Management Department, can provide the most current zoning regulations. Please note: The regulations are different for home-based businesses and Planning and Zoning can assist you in determining whether you may operate a business out of your home.

## City of Palm Bay, Growth Management Department

### Planning & Zoning

#### **Palm Bay City Hall**

120 Malabar Rd SE

Palm Bay Florida, 32907

Telephone: (321) 733-3042

### Step 4

The City of Palm Bay's Economic Development Department offers various programs and incentives to assist new businesses locating or expanding in Palm Bay.

## City of Palm Bay, Economic Development Department

#### **Palm Bay City Hall**

120 Malabar Rd SE

Palm Bay Florida, 32907

Telephone: (321) 409-7187

### Step 5

Determine the legal structure of your business. You are encouraged to research each legal structure thoroughly and consult a tax accountant or attorney prior to making your decision. If you incorporate or have employees, you will need to establish a Federal Employer Identification Number. Contact the Internal Revenue Service for more information or guidance.

## Internal Revenue Service

431 N Wickham Road

Melbourne, FL 32935

Telephone: (800) 829-3676 or (321) 253-7700

## Step 6

Register the name of your business. If your business will use a name other than the owner's legal name or a properly registered corporation name, you will be required to register with the State of Florida for a fictitious name, also referred to as a "Doing Business As" (DBA). For guidance or to file a Fictitious Name Registration, contact the Florida Division of Corporations.

### **Florida Division of Corporations**

Telephone: (850) 245-6059

## Step 7

There are many types of licenses required to operate a business. A business must apply for a License with the State of Florida as well as with the local governing entities both at the municipal and county level. If your business is a regulated profession, you will be required to obtain the proper licensing per the State requirements.

A Business Tax Receipt, formerly known as Occupation License, is required for all businesses. A Business Tax (paid annually) is levied on each business operating within its city limits. The fee varies per city and per occupation, but it is a requirement by most municipalities nationwide.

## City of Palm Bay, Business Tax Receipt

### **Palm Bay City Hall**

120 Malabar Road

Palm Bay, FL 32907

Telephone: (321) 952-3419

## Step 8

Once you have obtained a Business Tax Receipt from the City of Palm Bay, you must obtain a Brevard County Business Tax Receipt.

## Brevard County

### **Business Tax Receipts (formerly called Occupational License)**

Telephone: (321) 264-6969

## Step 9

There are other agencies you may need to contact. Contact Brevard County Environmental Health Services if you have a business that could possibly pose as hazard to the public, such as eating and drinking establishments, use of chemicals, on-site disposal, and treatment systems including industrial manufacturing permits.

## Brevard County Environmental Health Services

Telephone: (321) 633-2100

### Step 10

You may be required to collect and remit taxes. Verify required taxes by contacting Florida Department of Revenue.

## Florida Department of Revenue

Telephone: (850) 488-6800

### License & Inspections Compliance

You may be subject to other licenses or inspections depending on your type of business. It is in your best interest to fully disclose your proposed operation to ensure compliance. Disclosure after you have opened your business could result in a shut down or unforeseen expenditures to become compliant.

You may need to be comply with the offices listed below:

#### **Certificate of Competency or State of Florida Certification**

Telephone: (850) 487-1395

#### **Florida Department of Business and Professional Regulation**

Alcohol, Beverage, and Tobacco Division

Telephone: (850) 487-1395

#### **Florida Department of Agriculture and Consumer Services**

Certificate/Field Inspection Sheet

Telephone: (850) 488-2221

Motor Vehicle Repair Registration

Telephone: (850) 488-2221

#### **Brevard County Sheriff Pawn Compliance**

Secondhand Dealer's License

Telephone: (321) 504-0950

## Contact Us

### City of Palm Bay, Economic Development Department

120 Malabar Rd SE

Palm Bay Florida, 32907

Phone: (321) 409-7187

## Resources

### **CareerSource Brevard, Palm Bay Office**

Telephone: (321) 504-7600

### **Central Florida Community Development Corporation**

Telephone: (386) 258-7520

### **The Greater Palm Bay Chamber of Commerce**

Telephone: (321) 951-9998

### **U.S. Small Business Administration (SBA), Fort Pierce and South Florida District Office**

Telephone: (772) 466-1944

### **Eastern Florida State College**

Telephone: (321) 632-1111

### **Economic Development Commission (EDC) of Florida's Space Coast**

Telephone: (321) 638-2000

### **Enterprise Florida**

Telephone: (407) 956-5600

### **Florida High Tech Corridor**

Telephone: (407) 708-4630

### **Florida Manufacturing Extension Partnership**

Telephone: (301) 975-2000

### **Florida Small Business Development Center**

Telephone: (321) 433-5570