



STEPS TO OPEN A BUSINESS

Prepared by the Tampa Bay Beaches Chamber
of Commerce

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[The Tampa Bay Beaches Chamber of Commerce is a resource for all businesses to ensure success and economic growth. We strive to consolidate and simplify the process of opening a business along the Tampa Bay Beaches by having all the information you need in one comprehensive packet. The information presented in this document was obtained from our state and county Small Business Development Center and local municipalities.]

Steps to Open a Business

Step 1: Write a Business Plan

Use these tools and resources to create a business plan. This written guide will help you map out how you will start and run your business successfully.

Step 2: Get Business Assistance and Training

Take advantage of free training and counseling services, from preparing a business plan and securing financing, to expanding or relocating a business.

Step 3: Choose a Business Location

Get advice on how to select a customer-friendly location and comply with zoning laws.

Step 4: Finance Your Business

Find government backed loans, venture capital and research grants to help you get started.

Step 5: Determine the Legal Structure of Your Business

Decide which form of ownership is best for you: sole proprietorship, partnership, Limited Liability Company (LLC), corporation, S corporation, nonprofit or cooperative.

Step 6: Register a Business Name ("Doing Business As")

Register your business name with your state government.

Learn which tax identification number you'll need to obtain from the IRS and your state revenue agency.

Step 7: Register for State Taxes

Register with your state to obtain a tax identification number, workers' compensation, unemployment and disability insurance.

Step 8: Obtain Federal and State Business Licenses and Permits

Check to see if there are additional federal and state licenses and permits required for your business.

Step 9: Register for Municipal Tax

Register with the City of St. Pete Beach to obtain your municipal business license.

Step 10: Understand Employer Responsibilities

Learn the legal steps you need to take to hire employees.

Step 11: Find Local Assistance

Contact your local SBA office to learn more about how SBA can help.

Additional Resources

Startup Resources

There are a number of **available programs** to assist startups, micro businesses, and underserved or disadvantaged groups. The following resources provide information to help specialized audiences start their own businesses.

- [Environmentally-Friendly "Green" Business](#)
- [Home-Based Business](#)
- [Online Business](#)
- [Self Employment](#)
- [Minority Owned Business](#)
- [Veteran Owned Business](#)
- [Woman Owned Business](#)

St. Pete Beach Business License Fee's

A

- (1) *Accountants. (See Public accountants, Bookkeeping.)*
- (2) *Advertising*\$200.00
- (3) *Amusement parks*225.00
- (4) *Amusement parlors. A building where the sole business is devoted to coin-operated game machines or other amusement devices*200.00
- (5) *Apartment houses, hotels, motels, guest homes:*
 - a. 2—5 units inclusive20.00
 - b. 6—10 units inclusive30.00
 - c. Each additional unit, over 106.00
 - d. Maximum tax300.00
- (6) *Architects*150.00
- (7) *Armored car service*50.00
- (8) *Artist, commercial*100.00
 - Portrait sketching50.00
- (9) *Auction of real estate, daily*100.00
- (10) *Auction shops*937.50
- (11) *Automobile and other vehicle, rental:*
 - a. First vehicle50.00
 - b. Each additional vehicle5.00

B

- (12) *Bait dealers, retail or wholesale*40.00
- (13) *Bakeries*50.00
- (14) *Barbershops:*
 - a. First chair50.00
 - b. Each additional chair5.00
- (15) *Beauty parlors:*

- a. First booth50.00
 - b. Each additional booth5.00
- (16) *Billiard, pool or bagatelle:*
- a. First table70.00
 - b. Each additional table25.00
- (17) *Boat dealers, sales*100.00
- (18) *Boat marina or storage:*
- a. 1—10 slips, including dry storage50.00
 - b. 11—50 slips, including dry storage50.00
 - Plus each slip over 112.00
 - c. 51—100 slips, including dry storage130.00
 - Plus each slip over 511.00
 - d. Over 100 slips, including dry storage172.50
 - Plus each slip over 1000.50
 - e. Maximum tax300.00
 - f. In addition to slip tax charges, boat marina or dry storage business will be charged for bait sales, boat sales, gasoline and other categories of business when applicable.
- (19) *Boats, deep sea and pleasure boats for hire:*
- a. 16 feet and under, each20.00
 - b. Over 16 feet:
 - 1. First boat100.00
 - 2. Each additional boat50.00
 - c. Boats, oars, outboards, or sail for hire, each concession20.00
- (20) *Bookkeeping, accountant, tax service:*
- a. Individual100.00
 - b. Firms, companies, corporations or associations of persons150.00
- (21) *Bonds, stocks, and other investments—brokers*200.00
- (22) *Bondsman:*

- a. Individual100.00
- b. Firms, companies, corporations, or associations of persons150.00
- (23) *Bottled gas and fuel oil dealers*70.00
- (24) *Bowling alleys:*
 - Each alley20.00
- (25) *Brokers:*
 - a. Business opportunities100.00
 - b. Dealer in merchandise100.00
 - c. Insurance100.00

C

- (26) *Cabana, chair, umbrella rental*20.00
- (27) *Car wash and polishing*50.00
- (28) Reserved.
- (29) *Carpet and rug cleaning establishments:*
 - a. 1—5 employees100.00
 - b. Over 5 employees, each additional employee4.00
- (30) *Chiropractor*150.00
- (31) Reserved.
- (32) Reserved.
- (33) *Collection agencies*70.00
- (34) *Contractors:*
 - a. General contractors:
 - 1. Class A225.00
 - 2. Class B200.00
 - 3. Class C200.00
 - b. Electrical120.00
 - c. Plumbing120.00
 - d. Cabinets and trim100.00
 - e. Concrete and stone100.00

- f. Drainage and sanitary sewers200.00
- g. Dredging200.00
- h. Elevators100.00
- i. Excavations and land clearing100.00
- j. Fence erectors100.00
- k. Flooring and floor sanding100.00
- l. Framing and trim100.00
- m. Glazing100.00
- n. Installation, including all work requiring a city permit100.00
- o. Insulation100.00
- p. Heating and air conditioning100.00
- q. House movers and wreckers100.00
- r. Lathers100.00
- s. Masons not having a concrete and stone license100.00
- t. Marine contractors, docks and seawalls200.00
- u. Painters and paper hangers100.00
- v. Paving and road grading; streets, parking lots, etc.200.00
 - Private driveway paving only100.00
- w. Plasterers not having a lather's license100.00
- x. Refrigeration100.00
- y. Roofing and siding100.00
- z. Sheet metal, installation only100.00
- aa. Steel erectors, installation only150.00
- bb. Swimming pools100.00
- cc. Tile, marble, and terrazzo100.00
- dd. Waterproofing100.00
- ee. Well drillers100.00
- ff. Unclassified70.00

(35) *Convalescent homes, nursing homes, and restoriums:*

- a. 1—10 beds100.00
- b. Each additional bed2.00
- (36) *Credit bureau*70.00
- (37) *Crematories*200.00

D

- (38) *Dairies, selling milk and commodities and byproducts thereof*70.00
- (39) *Dance studios*100.00
- (40) *Dancing:*
 - a. Dancehalls200.00
 - b. Places of business where dancing permitted50.00
- (41) *Dentists*150.00
- (42) *Detective agencies:*
 - a. One investigator100.00
 - b. Each additional investigator50.00
- (43) *Doctors and physicians*150.00
- (44) *Drafting:*
 - a. Individual100.00
 - b. Firms, companies or corporations or associations of persons200.00
- (45) *Drugstores*70.00
- (46) *Dry cleaning, laundries, linen service, not self-service:*
 - a. 1—5 employees, and proprietor100.00
 - b. Over 5 employees, each additional employee4.00
- (47) Reserved.

E

- (48) *Electric companies:*
 - a. Business office225.00
 - b. Substations, each100.00
- (49) *Engineers; architectural, civil, counseling, electrical, industrial, management, mechanical, nuclear, refrigeration, sanitary, structural:*

- a. Individual150.00
- b. Firms, companies, corporations, or associations of persons187.50
- (50) Reserved.
- (51) Reserved.
- (52) *Exterminating, pest control, fumigating*100.00

F

- (53) Reserved.
- (54) *Florists*50.00
- (55) Reserved.
- (56) *Fortunetellers, phrenologists, palmists, astrologers, soothsayers*625.00
- (57) *Fruit packing and shipping:*
 - a. Proprietor60.00
 - b. Each employee5.00
 - c. Agency or branch sales only60.00
- (58) *Funeral directors and ambulance service*200.00
 - Ambulance service only100.00

G

- (59) *Game machines, coin-operated, music or otherwise.* To be paid by owner or by person in whose place of business the machine or ride is operated. Separate license required.
 - a. Each operator or location operator200.00
 - b. Each machine20.00
 - c. Kiddie rides.
 - 1. Each operator100.00
 - 2. Each device10.00
- (60) *Garages, motor vehicle repair:*
 - a. Proprietor50.00
 - b. Each employee5.00
- (61) *Garbage collectors*50.00

(62) *Gasoline and oil, wholesale*200.00

(63) *Golf course:*

a. Up to \$1.00 green fee100.00

b. Over \$1.00 green fee200.00

c. Miniature70.00

d. Driving range100.00

(64) *Gun dealers*200.00

H

(65) *Halls for rent*70.00

(66) *Handicrafts, jewelry, beads, and similar articles made by hand for sale*50.00

(67) *Health clubs and reducing salons*100.00

(68) *House movers, existing building*150.00

I

(69) *Ice:*

a. Retail stations, each10.00

b. Retail stations, coin-operated, each10.00

(70) *Ice cream:*

a. Wholesale, dealers in100.00

b. Retail store or drive-in60.00

(71) *Insurance adjusters*100.00

(72) *Insurance:*

a. General agencies100.00

b. Home office or branch200.00

c. Insurance agents or solicitors100.00

d. Insurance companies issuing insurance contracts or transacting insurance business with persons residing within the city, provided this license tax shall not apply if such license tax violates section 8 of article I of the United States Constitution100.00

(73) *Interior decorators*70.00

(74) *Investment counselors*100.00

J

(75) *Janitorial/cleaning/property maintenance:*

a. Proprietor only50.00

b. Each employee5.00

(76) *Jewelry shops and repairs*70.00

(77) *Junk and junk dealers:*

a. Junk gatherer, each truck50.00

b. Yard or shop450.00

K

(78) *Knife and scissor sharpeners:*

a. Hand operated10.00

b. Mobile unit with power equipment50.00

L

(79) *Laboratories; dental, analytical or chemical:*

a. Proprietor only100.00

b. Each employee10.00

(80) *Landscapers and tree surgeons.* Subject to certain state law exemptions70.00

(81) *Laundromats or self-service laundries.* Washers and dryers, coin-operated or otherwise:

a. 1—10 machines50.00

b. Over 10 machines, each additional machine2.00

c. Dry cleaning machines, each5.00

(82) *Lawn service only*10.00

(83) *Lawn and tree spraying*50.00

(84) *Lawyers, each*150.00

(85) *Loan companies*150.00

(86) *Locksmith*70.00

(87) *Lumber companies and supply houses*200.00

(88) Reserved.

M

- (89) *Magazines, newsstands, post cards*50.00
- (90) *Mail order business*30.00
- (91) *Manufacturing:*
- a. Proprietor only70.00
 - b. Each employee5.00
- (92) *Marine ways, with or without dry docks:*
- a. Proprietor70.00
 - b. Each employee5.00
- (93) *Masseurs*70.00
- (94) *Merchants and merchandising:*
- a. Retail up to \$5,000.00 stock, including stock on hand, in storage and held on consignment50.00
 - b. Each additional \$1,000.002.00
- Provided, however, that the maximum occupational license tax to be charged under subsections (94)a and (94)b of this section shall not exceed \$450.00.
- (95) *Messenger or delivery service*50.00
- (96) *Motion picture theaters*70.00
- (97) *Motorcycles, motorbikes, and motor scooters:*
- a. Sales, repair and rental70.00
 - b. Repair only30.00
 - c. Rental only30.00
- (98) *Multigraphing and mimeographing and printing*50.00
- (99) *Music studios*70.00

N

- (100) *Newspapers and publications, applicable for main office or branch office for route distribution, excepting religious, educational, charitable, fraternal or veteran sponsored and civic association publications:*
- a. Daily100.00

- b. Weekly50.00
- (101) *Nursery schools and private kindergartens*50.00

O

- (102) *Old gold, silver, platinum and other precious metals and stones dealers*200.00
- (103) *Opticians and optometrists*150.00
- (104) *Osteopaths*150.00

P

- (105) *Patrols, night patrols, or watchmen*40.00
- (106) *Pawnbrokers*450.00
- (107) *Pet shop and supplies*70.00
- (108) *Photographers:*
 - a. Each photographer50.00
 - b. Sidewalk photographer:
 - 1. First camera200.00
 - 2. Each additional camera100.00
 - c. Photographic studio and supplies70.00
- (109) *Produce stands*70.00
- (110) *Promoters*200.00
- (111) *Psychologists*150.00
- (112) *Public accountants—C.P.A., bookkeeping and tax service, each*100.00
- (113) *Public relations:*
 - a. Individual100.00
 - b. Firms, companies, corporations or associations of persons200.00
- (114) *Public stenographers*30.00

R

- (115) *Radio and television stations, broadcasting studios:*
 - a. Television and radio500.00
 - b. Radio only300.00

c. Television only, including cable TV300.00

(115-A) *Radio and television service*, excluding sales and not serviced in repair shops
.....50.00

(116) *Real estate*:

a. Brokers70.00

b. Salesman30.00

(117) *Repair shops*, other than garage and machine:

a. Proprietor only50.00

b. Each employee5.00

(118) *Restaurants*:

a. 1—100 seats70.00

b. 101 seats and over150.00

(119) *Rinks*, bicycle, skating or other devices100.00

S

(120) *Savings and loan associations*, computed on the basis of the total resources as of
December 31 of the previous year:

a. \$25,000.00 to
\$250,000.00100.00

b. \$250,000.00 to
\$5,000,000.00150.00

c. \$5,000,000.00 to
\$10,000,000.00200.00

d. \$10,000,000.00 to
\$20,000,000.00187.50

e. \$20,000,000.00 to
\$30,000,000.00225.00

f. \$30,000,000.00 to
\$40,000,000.00262.50

g. \$40,000,000.00 and over300.00

- h. Branch offices200.00
- (121) *Schools, privately operated for profit.* Schools for students under 18 years of age, but older than nursery or kindergarten70.00
- (122) *Secondhand stores:*
 - a. Dealer in clothing50.00
 - b. Dealer in other commodities100.00
- (123) *Secretarial service*30.00
- (124) *Service stations* for automobiles and boats:
 - a. 1 nozzle20.00
 - b. Each additional nozzle6.00
 - c. Repair service, minor. Applicable to stations with mechanic on duty and stations performing any or all of the following services: motor tuneup, brakes, ignition, carburetor, and road service. For general repairs such as motor overhauling, transmission repair, body work and painting see Garages, Motor Vehicle Repair15.00
- (125) *Sewing—tailor:*
 - a. Dressmaking and alterations20.00
 - b. Drapes and slipcovers, individuals20.00
 - c. Plus, each employee5.00
- (126) *Shoe repair:*
 - a. Proprietor only30.00
 - b. Each employee5.00
- (127) *Shooting gallery*200.00
- (128) *Signs, painters, etc.:*
 - a. Individual50.00
 - b. Firms, companies, corporations or associations of persons100.00
 - c. Neon signs150.00
- (129) *Soft water service*50.00
- (130) Reserved.
- (131) *Surveyors*, individual or firm130.00
- (132) *Swimming pools*, club use or open to public100.00

T

(133) *Taxidermist*30.00

(134) *Telephone answering service*50.00

(135) *Telephone companies:*

a. Branch office225.00

b. Substations, each100.00

(136) *Telephone solicitation:*

a. Any person soliciting by telephone, business for others375.00

b. Solicitation by telephone for business or customers187.50

(137) *Title companies*150.00

(138) *Transit-mix cement companies:*

a. First vehicle50.00

b. Each additional vehicle20.00

(139) *Travel bureau*60.00

(140) *Tropical fish shop*50.00

U

(141) *Unclassified businesses.* Every business, occupation, profession or exhibition, substantial, fixed or temporarily engaged in by any person within the city and for which no license has been ordained and not specifically designated in this section. All home occupations which are permitted by the zoning regulations60.00

(142) *Used and new car lots*100.00

V

(143) *Vending machines,* each machine, to be paid by owner of machine or operator of place of business wherein machine is placed10.00

(144) *Veterinarians*150.00

W

(147) *Wood dealer*30.00