Whether you’re starting a new business or need some help expanding your existing enterprise, the Palm Coast Business Assistance Center can help you make more money in multiple ways:

- What it takes to own a business
- Business plans & accounting templates
- Record keeping options
- Business expansion strategies
- Market research
- Assistance with access to capital
- Production, inventory control, lean methodologies for service industries
- Competitive analysis

For more information, please call:

The Palm Coast Business Assistance Center

Located at City Hall
160 Lake Ave, Palm Coast, Florida 32164

386-986-2499 • 386-986-4764
PalmCoastBAC.com

For More Information:
palmcoastgov.com
386-986-3766
Why Palm Coast Regulates Home-Based Businesses

The City of Palm Coast is made up of neighborhoods that are primarily residential in character and wants to ensure that citizens can enjoy their homes without negative impacts from businesses. Neighbors should be able to drive by, or live next to a home, where a properly registered and/or licensed business is operating and be unaware that the business may be operating from that residence.

The City of Palm Coast Code of Ordinances define the rules and regulations that govern home-based businesses, including that home-based businesses must obtain zoning approval and a Business Tax Receipt. Failure to do so could lead to Code Enforcement action. The City through its Business Assistance Center is ready to assist you in opening your home-based business.

Contact us at 386-986-2499 with any questions.

Steps to Opening a Home-Based Business

1. **Register with the State (if applicable)**
   - If you are advertising or doing business under any name other than your own personal name or your Florida Corporate name, you must file for a fictitious name registration. (DBA's are not acceptable). Register with the State at [www.Sunbiz.org](http://www.Sunbiz.org).

2. **Obtain State License (if applicable)**
   - Some occupations require confirmation of State licensing prior to issuance of the local Business Tax Receipt. Questions regarding State Licensing requirements for occupations such as contractors, electricians, plumbers, roofers, Realtors and cosmetology, hotels and restaurants, etc. should be directed to the Florida Department of Business & Professional Regulation: [www.myfloridalicense.com](http://www.myfloridalicense.com).

3. **Obtain Business Tax Receipt**
   - A local Business Tax Receipt application can be obtained from Palm Coast City Offices or downloaded from the City website at [www.palmcoastgov.com](http://www.palmcoastgov.com) (search for business tax). Completed applications should be delivered to City Offices along with the appropriate fee(s). The annual Business Tax Receipt fee for most home-based businesses is $50. First-time applicants for a location will be charged an additional $20 zoning certification fee.

There may be other requirements depending on the type and nature of your business.

For questions, please contact the Business Assistance Center at 386-986-2499.

Home-Based Business Dos and Don’ts

**Dos**

- Obtain a local Business Tax Receipt
- Contact the Palm Coast BAC for assistance in starting and/or growing your business
- Ensure that your home remains residential in character and that your neighbors cannot tell a business is being operated from your home

**Don’ts**

- Place advertising on your home for your business
- Leave advertising on your vehicle when parked at home
- Change the structural form of the home
- Create noise, vibration, glare, fumes, odors, dust or smoke, that is detectable by your neighbors
- Use equipment that causes off-site line voltage fluctuations or interference with off-site radio or television receivers
- Store or generate explosive, flammable, or hazardous materials in quantities that would be dangerous to your neighbors
- Conduct prohibited business activities
  - Food Preparation
  - Kennels and Veterinary Clinics
  - Funeral Homes
  - Dance or Exercise Studios
  - Beauty or Barbershops
  - Vehicle Repair or Sales
  - Animal Raising
  - Medical/Dental Offices or Clinics