

Steps for establishing a Business in Palm Coast:

1. Find out if your business needs to have a **City or State License**.
 - For City Licensing – Sandy Campo or Jay Maher at the Business Assistance Center will give you guidance on this.
 - For State Licensing – contact the following:
 - The Department of Business and Professional Regulation at www.myfloridalicense.com. Phone no is 850-487-1395.
 - The Department of Agriculture – Division of Consumer Services at www.800helpfla.com. Phone no. is 800-435-7352.
2. Select a **name for your business**
3. Decide on the Form of **Business Entity**
 - Sole Proprietorship, Partnership, Corporation, S Corporation or LLC
4. Establish your **Business Name** with the official State of Florida website:
<http://www.sunbiz.org/>.
 - In “Popular Links”, click on “Electronic Filing” & then click on “Fictitious Name Registration”.
 - If your business is an LLC, click on called “New Florida Limited Liability Company or LLC” or on alternative links such as “New Florida Limited Partnership”.
5. Get an **Employer Identification Number (EIN)** from the IRS at: www.IRS.gov
 - You’ll need this to file a tax return and handle employee payroll (if you have this)
 - You can use your Social Security Number if this is a Sole Proprietorship.
6. Open a **Business Checking Account** for your business – you’ll need #2, 3 and 5 above for this.
7. **City** - Obtain a Local Business Tax Receipt (LBTR) from the Palm Coast Business Assistance Center (BAC) in the City Offices (City Marketplace). The cost for this will vary depending on the location, category of business, number of employees and inventory.
8. **County** - Obtain a County Tax Receipt (business operating license) with Flagler County. The cost of this will vary according to the type of business. You can go to the Tax Collector office (next to Staples) or to County Services Government Building on Route 100 near Bunnell for this.