



# APPLYING FOR A BUSINESS TAX CERTIFICATE

## Information Sheet

City of St. Petersburg, Business Tax Division | Website: <http://www.stpete.org/billing/business>  
325 Central Avenue | PO Box 2842 | St. Petersburg, FL 33731 | P: 727-893-7241 | F: 727-893-4121

### Location/Hours

Apply at the Business Tax office located at the Municipal Services Center at 325 Central Avenue, First Floor, St. Petersburg, FL 33701. Phone: (727) 893-7241. Office hours are 8:00 a.m. to 4:30 p.m. – Monday through Friday. Mailing address: City of St. Petersburg, Business Tax Division, P.O. Box 2842, St. Petersburg, FL 33731.

### Application

If you wish to mail your application, a *payment must be included*. Please call for amount of tax due. Mailing address: City of St. Petersburg, Business Tax Division, P.O. Box 2842, St. Petersburg, FL 33731.

### Required

St. Petersburg City Code, Chapter 17, requires that all businesses, professionals, independent contractors and individuals who accept compensation for goods or services obtain a St. Petersburg Business Tax Certificate. Please note that all independent contractors require their own Business Tax Certificate.

### Amount Due

Business tax fees vary and are determined by the type of business engaged in. If you begin or advertise a business activity before obtaining the required St. Petersburg Business Tax Certificate, you are subject to a 25% penalty.

### Commercial Locations

A Certificate of Occupancy (or use) from Construction Services & Permitting may be required. Please call (727) 893-7231 for information.

### Home Occupations/Address of Convenience

When using your home as a business address, there is an application fee of **\$10.00**. An inspection may be required depending on the business activity. If you rent your home or apartment, or live in a condominium, approval from the owner/landlord or condominium association is required. You must state that they are aware of the proposed business use and that it is acceptable.

### Regulation

Certain professions and occupations are regulated by the state and may require proof of compliance with state law before our Business Tax Certificate is issued. The Planning & Economic Development Dept., Development Review Services Division, has permit requirements for certain types of businesses. Contact them at (727) 893-7471 for more information.

### Fictitious Name Regulation

If your business name is not your first and last name (only), you must register the name with the State of Florida, Division of Corporations, in Tallahassee. This does not apply to corporations or to those certified with DBPR. For filing procedures or questions please call (850) 245-6059, or write to them at P.O. Box 1300, Tallahassee, FL 32302-1300.

<http://www.sunbiz.org>

### FEIN/SSN

Florida Statutes require that you provide us with either your business' Federal Employer Identification number or your Social Security number. Phone: (800) 829-4933.

<http://www.irs.ustreas.gov/>

### Peddling (Door-to-Door Sales)

If you wish to sell merchandise/products as you go door-to-door/business-to-business, you are required to obtain our Business Tax Certificate. For soliciting, you must obtain a Business Tax Certificate from the municipality in which your business is located. A permit from our Police Department is also required. Police Department: (727) 893-7536.

### Food and Lodging Services

If you will have a food establishment, vehicle, or food preparation location, or will be renting rooms or apartments to transients, or renting five or more rooms or apartments at one location, contact the Division of Hotels & Restaurants, 1313 Tampa St. #901, Tampa, FL 33602. Phone: (850) 487-1395.

<http://www.myflorida.com/dbpr/hr/index.shtm>

## Contractors

If you are a contractor and wish to pull permits in St. Petersburg, you will need to register your business with the Construction Services & Permitting Department at the Municipal Services Center. Phone: (727) 893-7231. Certification/registration is required if you do any repairs, additions, or alterations to a structure. This is required before the issuance of a Business Tax Certificate. For more information contact the Florida Construction Industry Licensing Board at P.O. Box 2, Jacksonville, FL 32211. Phone: (850) 487-1395.  
<http://www.myfloridalicense.com>

## AND (PCCLB)

Pinellas County Construction Licensing Board, 12600 Belcher Road #102, Largo FL 33773. Phone: (727) 582-3100.  
<http://www.pcclb.com>

## General Information

If you wish to file as a corporation, contact the Department of State at P.O. Box 6327, Tallahassee, FL 33607. Phone: (850) 488-6000. <http://www.sunbiz.org/>

For Social Security Tax information, contact the Social Security Administration, at 30 Dr. M.L.K. Jr St. S., St. Petersburg, FL 33701. Phone: (800) 772-1213.  
<http://www.ssa.gov/>

For IRS general information & Federal Employer ID number, contact the Internal Revenue Service at (800) 829-4933. <http://www.irs.ustreas.gov/>

The St. Petersburg Chamber of Commerce is located at 100 2<sup>nd</sup> Avenue North. Phone: (727) 821-4069.  
<http://www.stpete.com/>

To apply for a State Sales Tax number, contact the Dept. of Revenue, Sales Tax Division, at 11351 Ulmerton Rd. #220 Largo, FL 33778-1634. Phone: (727) 588-6800.  
<http://dor.myflorida.com/dor/taxes/registration.html>

## General Information Contact Numbers

State: (866) 693-6748  
County: (727) 464-3000  
City: (727) 893-7171  
Federal: (800) 688-9889

Public Utilities, Grease Management for Food Service/Restaurants contact number: (727) 893-7261.

## Department of Agriculture

The State of Florida requires various businesses to register with the Department of Agriculture. Please call (800) 435-7352, or write to them at Department of Agriculture, Florida Division of Consumer Services, Mayo Building, Tallahassee, FL 32399-0802.  
<http://www.freshfromflorida.com>

## Expiration

BUSINESS TAX CERTIFICATES EXPIRE ANNUALLY ON SEPTEMBER 30<sup>th</sup>. To avoid late charges, renew the Business Tax Certificate before September 30<sup>th</sup> of each year.

## Changes

IMPORTANT: Apply at this office before changing location, business name, or business activity.

## General Information

For public vehicle drivers, solicitors, peddlers, fortune tellers and others, ID Badge is **required** from The St. Petersburg Police Department, Records & Identification Division, located at 1300 1<sup>st</sup> Avenue N., St. Petersburg, FL 33705. Phone: (727) 893-7536.

The St. Petersburg Business Assistance Center – New name: The Greenhouse St. Petersburg, is located at City Hall Annex, 440 2<sup>nd</sup> Ave. N. Phone: (727) 893-7146. They offer PC usage, graphic workstations, videos, training workshops and a business reference library. In addition, The Weed and Seed program, The Small/Disadvantaged Business Enterprise Program, The Business Resource Center, Service Corp of Retired Executives (SCORE), USF Small Business Development Center and the Tampa Bay Black Business Investment Corporation.

The office for Workers' Compensation is located at 1313 Tampa Street #503, Tampa, FL 33602. Phone: (813) 221-6506.  
<http://www.myfloridacfo.com/wc/>

## Other Municipalities

Clearwater: (727)562-4567  
Gulfport: (727) 893-1000  
Largo: (727) 586-7488  
Pinellas Park: (727) 541-0739  
Seminole: (727) 392-1966  
St. Pete Beach: (727) 363-9242