



APPLYING FOR BUSINESS TAX RECEIPT

LOCATION/HOURS

Mailing Address: City of St. Petersburg, Business Tax Division, P.O. Box 2842, St. Petersburg, FL 33731.

Phone: 727-893-7241.

Office Hours: 8 a.m.-5 p.m. Monday-Friday.

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.

REQUIREMENTS

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 Receipt. Please note that all independent contractors require their own Business Tax Receipt.

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 Receipt, 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, 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 Receipt 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 850-245-6000. **Website:** www.sunbiz.org



Business Tax Division
stpete.org/businessstax
license@stpete.org
One 4th St. N.
727-893-7241

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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. **Website:** www.home.treasury.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 Receipt. For soliciting, you must obtain a Business Tax Receipt from the municipality in which your business is located. A permit from our Police Department is also required. Police Department at 727-893-7536.

FOOD & 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 at 850-487-1395. **Website:** www.myfloridalicense.com/dbpr/

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 at 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 Receipt. For more information contact the Florida Construction Industry Licensing Board at 850-487-1395. **Website:** www.myfloridalicense.com

AND (PCCLB)

Pinellas County Construction Licensing Board
727-582-3100
www.pcclb.com

DEPARTMENT OF AGRICULTURE

The State of Florida requires various businesses to register with the Department of Agriculture. Please call 800-435-7352. **Website:** www.fdacs.gov

EXPIRATION

Business tax receipts expire annually on September 30th. To avoid late charges, renew the Business Tax Receipt before September 30th of each year.

CHANGES

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

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GENERAL INFORMATION

If you wish to file as a corporation, contact the Department of State at 850-488-6000.

Website: 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 or call 800-772-1213. **Website:** www.ssa.gov

For IRS general information & Federal Employer ID number, contact the Internal Revenue Service at 800-829-4933. **Website:** www.home.treasury.gov

The St. Petersburg Chamber of Commerce is located at 100 2nd Ave. N.

Phone: 727-821-4069

Website: 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 or 727-588-6800.

Website: www.floridarevenue.com/taxes/pages/servicecenters.aspx

For solicitors, peddlers, fortune tellers and others, ID Badge is required from The St. Petersburg Police Department, Records & Identification Division, located at 1301 1st Ave. N., St. Petersburg, FL 33705.

Phone: 727-893-7536.

The Greenhouse, formerly known as the St. Petersburg Business Assistance Center, is located at City Hall Annex, 440 2nd 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. **Website:** www.myfloridacfo.com/Division/wc/

CONTACT NUMBERS

State of Florida: 866-693-6748

Pinellas County: 727-464-3000

City of St. Petersburg: 727-893-7171

Federal: 800-688-9889

Grease Management for Food Service/Restaurants: 727-892-5622

City of Clearwater: 727-562-4567

City of Gulfport: 727-893-1000

City of Largo: 727-586-7488

City of Pinellas Park: 727-541-0739

City of Seminole: 727-392-1966

City of St. Pete Beach: 727-363-9242

City of Treasure Island: 727-547-4575