

New Business Check List

STUART /
MARTIN COUNTY



CHAMBER OF
COMMERCE

Prepared by:

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New Business Check List

If you are contemplating starting a new business of your own, or purchasing an existing business in Martin County, we hope you will find this *NEW BUSINESS CHECKLIST* a helpful guide. Other agencies are also available to assist you, SCORE, The Martin County Business Development Board and Indian River Community College come to mind and we will give you more information on that later. As you contact these agencies, you may also be directed to other resources more specifically concerned with you type of business, such as Trade or Professional Organizations.

There are also a variety of useful websites available to you, some of them are:

www.myflorida.com

www.irs.gov

<http://floridasbdc.org/locations/stuart/>

www.fl-newhire.com

NOTE: We certainly recommend and advise that, prior to signing any documents, leases or agreements, you seek the advice/services of an attorney, accountant, banker, insurance agent or consultant very early in your planning stages.

This may preclude unforeseen and perhaps expensive problems at a later date.

LICENSES

Zoning: Check to determine if the location is zoned for the type of business contemplated.

a) If in Stuart, contact:

City Clerk
121 South Flagler Avenue
772-288-5300

b) Elsewhere in Martin County contact:

Zoning/Occupational Licenses
2401 S.E. Monterey Road
772-288-5495

Occupational: If you will be located in Stuart, you may need an Occupational License from Stuart and possibly Martin County. Elsewhere in the county, you may need only the county license. Please verify with:

a) If in Stuart contact:

City Clerk
121 S. Flagler Avenue
772-288-5300

b) Elsewhere in Martin County contact:

Tax Collector/Occupational Licenses
3485 S.E. Willoughby Boulevard
772-288-5595 or 772-288-5604

Martin County Property Appraisers Office
Tangible Personal Property
3473 SE Willoughby Blvd. Suite 101
Stuart, FL 34994
(772) 288-5608
TPP@pa.martin.fl.us

c) **Special Business Licenses** – Special permits are required for businesses dealing with food, alcoholic beverages, gasoline, firearms, etc.

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|---|--------------|
| 1) Martin County Health Dept., 620 S. Dixie Hwy. | 772-221-4000 |
| 2) Other Businesses, contact County Tax Collector | 772-288-5595 |

d) If you are opening a restaurant, hotel or motel, you will need a certificate from the Department of Business Regulation, Division of Hotels and Restaurants prior to applying for your occupational license. For information contact:

Division of Hotels and Restaurants 2601
Blair Stone Road Tallahassee, FL 32399-
1011 Telephone: 850.487.1395
Email: dhf.info@myfloridalicense.com

- e) If you are a professional or in a business regulated by the state, you must satisfy educational requirements and pass an examination to receive a license. Information may be obtained from:
- f) While checking on your Occupational License, there are City and County requirements for certain “trades” such as air conditioning, plumbing, carpentry, so be certain you are qualified or can become qualified.

REGISTRATION OF YOUR BUSINESS

Corporation: If your business will be incorporated, obtain appropriate forms from:

Florida Division of Corporations
Clifton Building
2661 Executive Center Circle
Tallahassee, FL 32301

Hours: 8:00 AM – 5:00 PM EST
1-850-245-6058

WWW.SUNBIZ.ORG

Non-Incorporated: If your business is not incorporated and you elect to operate under a name different than you own, this is referred to as a “Fictitious Name” and that must also be registered with the Florida Department of State, Division of Corporations. Contact them at www.sunbiz.org. The current fee is \$70.00 (credit card payment only). Your registration will take approximately 3 business days to appear on the State website.

Or you can mail them in, which will take approximately 4-6 weeks. Registration Forms may be obtained from the Clerk of the Circuit Court, 100 E. Ocean Blvd., Stuart, or by writing:

Fictitious Name Registration
Florida Department of State
Phone: 850.245.6000
Clifton Building
2661 Executive Center Circle
Tallahassee, FL 32301

PURCHASING AN ESTABLISHED BUSINESS

The purchaser must comply with the **Bulk Sales Law**, which requires that, at least five days before completion of the purchase, each creditor be notified personally of the proposed change in ownership. Recommend you contact your attorney regarding the specific procedure.

TAXES

State – Depending on the type of business, size of workforce and other factors, some or all of the following state taxes may be applicable to your business.

a) Sales Tax-Apply for a certificate prior to engaging in business.

Florida Department of Revenue
Sales Tax Division
Benton Bldg, Ste 207-B
337 N US Hwy 1
Ft Pierce, FL 34950-4255
772-429-2900 (ET)

b) Unemployment Compensation Tax – Applies to firms with one or more employees for 20 different weeks of the calendar year; or firms with a quarterly payroll of at least \$1,500.00.

Fort Pierce Service Center
Benton Building, Suite 207-B
337 North Federal Highway
Fort Pierce, FL 34950-4206
772-429-2900

c) Corporate Income Tax – A tax measured by net income is imposed on all corporations, associations, financial institutions and other artificial entities. Individuals, partnerships, estates and trusts are not subject to the tax.

Florida Department of Revenue
Benton Building, Suite 207-B
337 North Federal Highway
Fort Pierce, FL 34950-4206
772-429-2900

d) Intangible Tax – This is a tax on accounts receivable and all intangible assets other than money.

Florida Department of Revenue
Benton Building, Suite 207-B
337 North Federal Highway
Fort Pierce, FL 34950-4206
772-429-2900

e) **Tangible Tax** - Business property is subject to Florida's Tangible Tax, which includes everything used in performance of your business, except real estate itself. All businesses, whether individuals, partnerships, or corporations, which control, manage, lease, or own any tangible personal property such as furniture, equipment, computers, machines, etc., must file a Tangible Tax Return prior to April 1 of each year. Failure to do so may result in a fine.

f) **Workers Compensation** – Recent changes in the law may require you to incorporate or form a LLC and issue Stock Certificates to exempt owners and employees. Please check with your accountant or attorney for specific requirements. Construction related businesses might have additional requirements.

Division of Workers Compensation

Bureau of Compliance

1-850-813-3089

NOTE: A new employers information packet is available,
www.fldfs.com/wc

g) **Florida New Hire** – Effective October 1998, Florida and Federal law established the requirement that all new hires be reported to the State. You must give your Federal Employer Identification Number (FEIN), Employer's Name, Employer's Address, Employee's Name (first, middle, last), Employee's Address, Employee's Social Security Number and Employee's Date of Hire.

A user-friendly website, www.fl-newhire.com will give you all the necessary information.

h) **Federal** – You must have an employer identification number unless you are a sole proprietor (Federal Social Security Number) with no employees, and you are not required to file any excise tax returns. (Request Form SS-4 from IRS). Request Application: 1-800-829-3676

Employers are responsible for the following payroll tax collections and payments:

a) Income Tax – must be withheld from employee wages.

b) Social Security (FICA) for employer and employees

c) Federal Unemployment Tax (FUTA)

Additionally, every business must file an annual income tax return. For information and free tax publications, contact the Internal Revenue Service and request Circular E – *Employers Tax Guide* and Publication 15 – *Tax Guide for Small Business*.

AGENCIES ASSISTING SMALL BUSINESSES

Better Business Bureau

101 S.E. Ocean Blvd., Ste. 202

Stuart, FL 34994

(772) 223-1492 | www.bbb.org

Email: info@BBBSEFL.org

Business Development Board of Martin County

1002 S.E. Monterey Commons Blvd., Suite 207
Stuart, FL 34996
(772) 221-1380 | www.yesmartinfl.com
Email: info@bdbmc.org

Corporate & Community Training Inst.

Indian River Community College
3209 Virginia Avenue
Ft. Pierce, FL 34981-5599
(772) 462-7630 | www.irscbiz.com

Economic Council of Martin County

1002 S.E. Monterey Commons Blvd., Suite 201
Stuart, FL 34996
(772) 288-1225 | www.mceconomy.org

Indian River State College Pioneer Incubator

3209 Virginia Avenue
Fort Pierce, FL 34981
(772) 462-7630 | www.cctiirsc.com
(888) 283-1177

S.C.O.R.E.

Professional Center, Suite 2
3220 South Federal Highway
Fort Pierce, FL 34982
(772) 489-0548 | www.treasurecoast.score.org
Email: score308@bellsouth.net

Small Business Development Center

IRSC – Chastain Campus
2400 S.E. Salerno Road
Stuart, FL 34997
(772) 419-5694

LIBRARIES

Most trade associations are eager to help new businesses with advice and/or literature. For information about your business, consult the Encyclopedia of Associations at the Martin County Public Library.

COMMUNITY ASSISTANCE

The Stuart/Martin County Chamber of Commerce maintains a large supply of information of the area. As a new business, you should consider joining the Stuart/Martin County Chamber of Commerce to avail yourself of the opportunities we offer, such as networking events, reasonable advertising rates, seminars, and direct mail opportunities.