



# Starting a Business in Palatka? A Step-By-Step Guide & Resources

Congratulations on working to open or grow your business in the City of Palatka. Here is a simplified step-by-step guide to help you out. Remember, the Staff is ready to assist you in any way.

1

**Choose a Business Location:**

Ensure your chosen location is zoned for your business. Zoning for property can be found [here](#) or by checking with the City of Palatka.

Call 386-329-0100 to determine if a permit is required before making any improvements or repairs.

ALL signs require a permit.

2

**Permits and Licenses:**

Check the required licenses/permits for your business at 386-329-0100.

**a** If your business is in the city of Palatka, you will need a Business Tax Receipt to operate. The receipt is valid from October 1 through September 30, and you will need to renew it by October 30.

**b** Many occupations and businesses require state licenses and permits. Check the Florida Department of State's Division of Corporations website for general state business regulations. For more information visit [Sunbiz](#) and [The DBPR](#).

3

**Apply for Business Tax Receipt:**

Complete the Business Tax Receipt Application found [here](#).

For business transfers, a notarized letter from the previous business owner agreeing to the name ownership transfer.

4

**Submit the following:**

To the City of Palatka Planning Dept.

- Business Tax Receipt application.
- Photocopy of your government ID.
- All necessary state-regulated documents like Certifications, Registrations, Licenses, or mandatory state inventory.
- Evidence of property and business ownership.

This can be a deed, a fully executed lease agreement in the applicant's name, a notarized letter from the owner granting permission to use the space, or an executed business contract or articles of incorporation.

5

**Safety Inspection:**

After submitting your documentation, you must schedule a fire safety inspection. This confirms that your business meets safety codes.

Passing this is essential before progressing.

You can schedule the inspection by emailing [firesafetyinspections@palatka-fl.gov](mailto:firesafetyinspections@palatka-fl.gov) or by calling 386-329-0120. There is a \$50 fee for the inspection.

6

**Application Review:**

After passing the safety inspection, your application will undergo a review by City staff. You will be informed via email regarding the acceptance or rejection of your application. After approval, you'll be assessed the required fee.

**Start your business only after this step is finalized.**

**See City of Palatka Ordinances Sec. 78-164 (d)**

## RESOURCES

City of Palatka [www.Palatka-fl.gov](http://www.Palatka-fl.gov) Phone: (386) 329-0100

City of Palatka Public Works Phone: (386) 329-0107

City of Palatka Fire Department <https://palatkafd.com/> Phone: (386) 329-0120

City of Palatka Police Department <https://www.palatka-fl.gov/231/Police-Department> Phone: (386) 329-0115

Putnam County Planning & Development Services <https://main.putnam-fl.com/> Phone: (386) 329-0307

Putnam Chamber of Commerce to provide networking opportunities, training, and other resources <https://www.putnamcountychamber.com/>  
Phone: (386) 328-1503

Florida Dept. of State, Division of Corporations: This is where you'll register your business entity: [search.Sunbiz.org](http://search.Sunbiz.org) Phone: (850) 245-6000

Florida Dept. of Revenue: For information on sales tax, use tax, employment tax, and other taxes. <https://floridarevenue.com> Phone: (800) 352-3671

Florida Dept. of Business and Professional Regulation: For specific industries that require licenses <https://myfloridalicense.com> Phone: (850) 487-1395

Florida Small Business Development Center Network: Provides a wide range of business consulting services <https://floridasbdc.org> Phone: (850) 898-3479

Enterprise Florida: State's official economic development organization. They offer various resources and data for starting and expanding a business in Florida. <https://enterpriseflorida.com> Phone: (407) 956-5600

Florida Dept. of Economic Opportunity: For information on business incentives, economic development, and workforce programs. <https://floridajobs.org>