

Directory of Assistance City Departments

Office of the City Clerk
326 West Marion Avenue
Punta Gorda, FL 33950
www.pgorda.us
Local Business Tax Receipts
(941) 575-3369

Billing & Collection Division
Utility Accounts
(941) 639-2528

Building Division
(941) 575-3324
Permits, Certificate of Occupancy

Fire Department/Fire Marshal
Fire Safety Inspections
(941) 575-5542

Public Works/Sanitation Division
Dumpsters/Trash Collection
(941) 575-5050

Urban Design Division
Zoning and Signage
(941) 575-3314

STATE OF FLORIDA www.myflorida.com

Department of State
Division of Corporations
(850) 488-9000

Fictitious Name Registration
(850) 245-6058
www.sunbiz.org

Department of Business & Professional
Regulation Division of Professions
(850) 487-2252
www.myfloridalicense.com/dbpr/pro/index.html

Division of Hotels & Restaurants
(850) 487-1395
www.myfloridalicense.com/dbpr/hr

Division of Alcoholic Beverages & Tobacco
Tallahassee
(850) 488-8284
Fort Myers Region
(239) 344-0885
www.myflorida.com/dbpr/abt/

Department of Agriculture & Consumer Service
(800) 435-7352
www.doacs.state.fl.us

Department of Economic Opportunity
Business Growth and Partnerships
(850) 245-7105
www.floridajobs.org



ELECTED CITY OFFICIALS

- District 1- Kim Devine, Vice Mayor
- District 2 - Rachel Keesling, Councilmember
- District 3 - Carolyn Freeland, Mayor
- District 4 - Tom Cavanaugh, Councilmember
- District 5 - Nancy Prafke, Councilmember

APPOINTED CITY OFFICIALS

Howard Kunik, City Manager
Karen Smith, City Clerk
David Levin, City Attorney



CITY OF PUNTA LOCAL BUSINESS TAX AND SMALL BUSINESS START UP GUIDE

**Congratulations on your new
business!**

Compliments of the City of Punta Gorda, this brochure will provide you with basic guidelines and online links for local, state and federal requirements for starting a business in the City of Punta Gorda Florida. While this is not a complete list, it is a great starting point for your future success.



Sole Proprietorship, Partnerships and Corporations

Your first decision as a business owner is to determine the legal structure of your business. Your choice determines what kind of taxes the business must pay, who's liable and what forms are necessary.

There are four main choices: 1) Sole proprietorship; 2) Partnership; 3) Corporation; 4) Limited Liability Company. In a sole proprietorship, the owner has absolute authority over all business decisions. In a partnership, two or more partners share control.

Any entity transacting business as a corporation is required to file documents of incorporation or authorization with the Division of Corporations and pay the filing fee. Contact the **Florida Department of State, Division of Corporations, P.O. Box 6327, Tallahassee, FL 32314, (850) 245-4933, sunbiz.org**.

If you are forming an S corporation, you must also file Form 2553 with the Internal Revenue Service. Call **(800) 487-1395**, or check online at irs.com

Licensing City of Punta Gorda

Businesses located within the City limits of Punta Gorda require a Local Business Tax Receipt. Application forms are available from the **City Clerk's office, 326 W. Marion Ave. Punta Gorda, FL 33950, (941) 575-3369, or online at www.pgorda.us**. City businesses must also obtain tax receipt from **Charlotte County, 18500 Murdock Circle Port Charlotte, FL 33948, (941) 743-1556, charlottecountyfl.com**.

Businesses located in unincorporated Punta Gorda are required to obtain a Charlotte County Business Tax Receipt only.

State of Florida

Many businesses and professions are licensed by the state. To determine the appropriate licensing department for your new business, contact the **Department of Business and Professional Regulation, Customer Contact Center, 1940 N. Monroe St., Tallahassee, FL 32399-1027 (850) 487-1395, or online at myflorida.com/dbpr**.

Fictitious Names

If your business will use any name other than the owner's legal name or a properly registered corporate name, a fictitious name (also referred to as a D/B/A) must be registered with the state. Forms and additional information are available from the **Florida Department of State, Fictitious Name Registration, P.O. Box 1300, Tallahassee, FL 32302, (850) 245-6058, sunbiz.org**.

Taxes

The amount and type of taxes your business, as well as other reporting requirements will depend on the nature of the business, its legal organization and whether there are employees. Major federal and state business taxes are listed below: local taxes apply in some circumstances. Contact the **Charlotte County Tax Collector, 410 Taylor Street, Punta Gorda, FL 33950. (941) 743-1350 Website: www.cctaxcol.com**

Federal Taxes

A federal Employer Identification Number (obtained by filing form SS-4) is issued to most businesses. Federal forms and publications are available by calling **(800) 829-3676** or online at irs.gov.

The Internal Revenue Service can provide information to employers on withholding and Social Security taxes. Call **(800) 829-4933** with questions and requests for assistance.

State Taxes

If your business will involve taxable transaction, you must register as a sales and use tax dealer before you begin conducting business. Form DR-1 must be completed. You are responsible for collecting sales tax at the time of each sale and remitting the tax each month to the Department of Revenue. Other taxes collected by the DOR include county discretionary sales surtaxes and corporate income taxes. Contact the DOR at **(800) 352-3671** or visit myflorida.com/dor.

Business with one or more employees may need to pay taxes to the state Unemployment Compensation Program. Employers pay a quarterly tax based on taxable payroll and benefits. Information and forms are available from the DOR website, myflorida.com/dor or, for more details, call Taxpayer Services at **(800) 482-8293**.

Minimum Wage

In 2004, Floridians voted for a state constitutional amendment to establish a state minimum wage that increases with inflation. Florida's minimum wage applies to all employees covered by the federal minimum wage law. For more details, contact the **Florida Agency for Workforce Innovation, 107 E. Madison St., Tallahassee, FL 32399-4120, (850) 245-7105, floridajobs.org**.

Workers' Compensation

If your business has four or more employees, or if a construction related business has any employees, workers' compensation coverage is required. For more information, contact your insurance carrier or the **Florida Department of Financial Services, Division of Workers' Compensation, Bureau of Compliance, 200 E. Gaines St., Tallahassee, FL 32399-4120, (850) 413-1601, fldfs.com/wc**

RESOURCES

- US Small Business Administration
www.sba.gov
- South Florida SBA
100 S. Biscayne Blvd.
7th floor
Miami, FL 33131
305-536-5521
- Florida Small Business Development Centers
(850) 473-7800
www.floridasbdc.com
- Small Business Development Centers SCORE
(800) 634-0245
www.score.org