



192 Coach Waggoner Blvd.  
Apalachicola, FL 32320  
850-653-9319/850-653-2205 (Fax)

**BUSINESS TAX LICENSE APPLICATION**

Date: \_\_\_\_\_

BUSINESS NAME:

\_\_\_\_\_ PHONE: (     ) \_\_\_\_\_

BUSINESS LOCATION ADDRESS: \_\_\_\_\_

BUSINESS MAILING ADDRESS: \_\_\_\_\_

BUSINESS CONTACT NAME: \_\_\_\_\_

BUSINESS EMAIL ADDRESS: \_\_\_\_\_

BUSINESS EIN/FID#: \_\_\_\_\_ ZONING FOR BUSINESS PROPERTY: \_\_\_\_\_

TYPE OF BUSINESS, PROFESSION, OR OCCUPATION: \_\_\_\_\_

STATE CONTRACTORS LICENSE NUMBER(S): \_\_\_\_\_

(If Contractor- Indicate all that apply: Electrical, Roofing, Plumbing, Residential Contractor, Commercial/General Contractor)

AMOUNT OF INVENTORY (If Merchant): \$ \_\_\_\_\_

NUMBER OF TABLES & CHAIRS/If Restaurant: Inside: \_\_\_\_\_ Outside: \_\_\_\_\_

NUMBER OF ONSITE PARKING SPACES: \_\_\_\_\_ (Attach Site Plan showing location, spaces & sizes)

NUMBER OF ROOMS FOR RENTAL: \_\_\_\_\_ Does business front on City Sidewalk: \_\_\_\_ Yes \_\_\_\_ No

**Any changes to current buildings may require a building permit and/or change of use permit. No person or corporation shall engage or manage a business, profession, or occupation within the City of Apalachicola without obtaining a Business License.**

SIGNATURE: \_\_\_\_\_

**OFFICE ONLY:**

Permit #: \_\_\_\_\_

Amount \$: \_\_\_\_\_

SUBJECT	POINT PERSON	FORM – NEXT STEPS
AIRBNB's, RENTALS, ETC.	City Planner	Call/Meeting
AIR CONDITIONING, ELECTRICAL, PLUMBING	Building Inspector	Building Permit
BUILDING PERMIT	Building Inspector	Building Permit
FOOD TRUCK	Code Enforcement-> City Planner	Business License/Food Truck Permit/Zoning
NEW DEVELOPMENT	City Planner	P&Z Application
SIDEWALK PERMIT	Code Enforcement	Sidewalk Application
SIGNS	City Planner	P&Z Application
ZONING	City Planner	P&Z Application
PARKING	City Planner	Parking Plan

Building Official: (850) 653-5614 [buildingdept@cityofapalachicola.com](mailto:buildingdept@cityofapalachicola.com)

Bree Robinson, City Planner: (850) 323-0985 [brobinson@cityofapalachicola.com](mailto:brobinson@cityofapalachicola.com)

PJ Erwin, Code Enforcement Officer: (850) 653-8222 [perwin@cityofapalachicola.com](mailto:perwin@cityofapalachicola.com)

## FORMS:

**Planning & Zoning Application:** <https://www.cityofapalachicola.com/wp-content/uploads/2022/11/Planning-Zoning-Application-2023.pdf>

### Operating a Food Truck:

[https://library.municode.com/fl/apalachicola/codes/code\\_of\\_ordinances?nodeId=PTIICO\\_CH22LIBURE\\_ARTVPUFOES](https://library.municode.com/fl/apalachicola/codes/code_of_ordinances?nodeId=PTIICO_CH22LIBURE_ARTVPUFOES)

Someone seeking to operate a food truck in the City of Apalachicola does not need a business license. Florida legislation, Section 509.102, effective July 1, 2020, allows mobile food trucks to operate throughout Florida without the need to acquire any additional licensing, business tax receipt, or permit beyond a State license (Mobile Food Service) from the [Department of Business and Professional Regulation \(DBPR\), Division of Hotels and Restaurants](#). The DBPR call center can be reached at (850) 487-1395 or through their email correspondence portal at <http://www.myfloridalicense.com/contactus/>.

While there are no fees or registrations required for mobile food vending within the City, Mobile food trucks are welcome in Apalachicola for the enjoyment of our residents and visitors. There are no fees or registrations required for mobile food vending within the City; however, our local codes, Part II, Ch. 22, Article VI, Sec. 22.151-159, must be observed to ensure the safety and welfare of all.

[https://library.municode.com/fl/apalachicola/codes/code\\_of\\_ordinances?nodeId=PTIICO\\_CH22LIBURE\\_ARTVIMOFODIVE](https://library.municode.com/fl/apalachicola/codes/code_of_ordinances?nodeId=PTIICO_CH22LIBURE_ARTVIMOFODIVE)

### Displaying a Sign:

[https://library.municode.com/fl/apalachicola/codes/code\\_of\\_ordinances?nodeId=SPBLADECO\\_CH113SIRE](https://library.municode.com/fl/apalachicola/codes/code_of_ordinances?nodeId=SPBLADECO_CH113SIRE)

**Sidewalk Permit:** <https://www.cityofapalachicola.com/wp-content/uploads/2023/05/Sidewalk-Application-Form.pdf>

### Parking:

[https://library.municode.com/fl/apalachicola/codes/code\\_of\\_ordinances?nodeId=SPBLADECO\\_CH111LAUS\\_ARTIIIIZO\\_DIV4SURE\\_S111-288INGE](https://library.municode.com/fl/apalachicola/codes/code_of_ordinances?nodeId=SPBLADECO_CH111LAUS_ARTIIIIZO_DIV4SURE_S111-288INGE) (i) – Parking requirements must be met for any new businesses or developments before issuance of a business license. City of Apalachicola does offer some options for parking mitigation in the event that parking is unavailable. Please reach out to the City Planner for more information on this.