



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

NEW BUSINESS CHECKLIST

- ✓ **Zoning:** Is your location properly zoned for your business?
 - Questions? Contact the City Planner.
 - ✓ **Signs:** Have you applied for P&Z approval and a permit for installation of a sign?
 - Questions? Contact the City Planner.
 - ✓ **Sidewalks:** Have you obtained a sidewalk permit to place items or do business on a City sidewalk?
 - Questions? Contact the City Code Enforcement Officer.
 - ✓ **Parking:** Does your business meet City parking requirements? Do you have a parking plan?
 - Questions? Contact the City Planner.
 - ✓ **Building Permits:** Do you need building permits for any new work on the site?
 - Questions? Contact the City Permitting Clerk.
 - ✓ **Business License:** Have you obtained a City of Apalachicola Business License?
 - Questions? Contact the Front Office in City Hall.
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- City Planner – Bree Robinson brobinson@cityofapalachicola.com (850)323-0985
 - Code Enforcement Officer – PJ Erwin perwin@cityofapalachicola.com (850)653-8222
 - Permitting Clerk – Ron Nippe rnippe@cityofapalachicola.com (850)653-7592
 - City Manager – Travis Wade twade@cityofapalachicola.com (850)653-9319

This is a basic checklist to help you navigate opening your business in City of Apalachicola!

It is not all inclusive – please use this as a guide and contact City staff with any questions you may have. 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.