1 Bay Avenue
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.

- City Planner (ARPC) - Brianna Williams - bwilliams@arpc.org
- Code Enforcement Officer - Brandon Henderson - bhenderson@cityofapalachicola.com
- Permitting Clerk - Ron Nippe - rnippe@cityofapalachicola.com

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.