We're serious about growing your business and stand ready to help every step of the way.
Santa Rosa County, Florida is serious about helping you grow your business. And we are ready to help you every step of the way—from site selection, incentives, workforce recruitment, and training, to your grand opening—the Santa Rosa County Economic Development Office is here to expedite and guide you through the process. Coupled with Florida’s stable and highly favorable tax climate, Santa Rosa County provides advantages that make growing with us easy and profitable.

Our Economic Development Office partners with regional economic development organizations and those in neighboring communities along the Gulf Coast to multiply our successes. Partners include Escambia County, Okaloosa County, Florida’s Great Northwest, State of Florida, and Federal Economic Development Administration, all of which provide a variety of different advantages to Santa Rosa County.

Additional Questions:
Santa Rosa Economic Development Office
6491 Caroline Street, Suite 4
Milton, Florida 32570
850-623-0174
edo@santarosa.fl.gov
SantaRosaEDO.com
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PLANNING YOUR BUSINESS

CHECKLIST FOR STARTING A BUSINESS

☐ Do you have a business plan?

☐ Do you know what form of legal ownership is best for your business (sole proprietor, partnership or corporation)?

☐ Do you have a business receipt or license?

☐ Do you have a location?

☐ Do you know the zoning requirements and regulations for your location?

☐ Do you have finances in place?

☐ Do you know about the various loan programs that are available from your local banks and the Small Business Administration?

☐ Do you understand tax requirements for your business?

☐ Do you have an Employer Identification Number?

☐ Do you know your target market?

☐ Do you understand marketing trends in your business industry?

☐ Do you know where to obtain demographic information?
STRUCTURING A NEW BUSINESS

One of the first steps in establishing a business is determining the appropriate structure which will affect taxation, legal, financial liability and decision-making authority. Basic types of business models include sole proprietorship, partnership, limited liability corporation and a corporation.

Details of each of these structures can be found at: www.sba.gov/business-guide/launch-your-business/choose-business-structure

Which is the appropriate type for your new business? You may wish to consult an attorney or an accountant for assistance. For more information on how to choose a legal structure, visit the Florida Department of State Division of Corporations at www.sunbiz.org.
A good business plan guides you through each stage of starting and managing your business. You’ll use your business plan as a roadmap for how to structure, run, and grow your new business. It’s a way to think through the key elements of your business.

Business plans can help you get funding or bring on new business partners. Investors want to feel confident they’ll see a return on their investment. Your business plan is the tool you’ll use to convince people that working with you — or investing in your company — is a smart choice.

There are two types of business plans. A traditional plan is more detailed in nature and lenders may prefer this type. A lean start-up plan is more visual and simple in nature. Lenders may accept this type but may ask for more details. Check with your lending institution to see which plan they prefer.

For details and sample business plans visit: www.sba.gov/business-guide/plan-your-business/write-your-business-plan#section-header-0

Before you begin writing your business plan, consider four core questions:

1. What service or product does your business provide and what need does it fill?
2. Who are the potential customers for your product or service and why will they purchase it from you?
3. How will you reach your potential customers?
4. Where will you get the financial resources to start your business?
When writing your business plan, be sure to address each of the vital elements:

**Description**

Define the type of business you are starting, write out your mission statement and set goals for your new company, both short-term and long-term. Provide background on your organization’s history and principles.

**Organization**

Determine what type of organizational structure, management and personnel your company will require. Identify key management members and their responsibilities. List goals and a timeline for hiring and training your staff. Determine what is needed to establish and maintain your company’s culture.

**Market**

Understand and define your company’s market. Describe the targeted customer. Determine the number, location and size of the various competitors in the area. Describe your marketing goals and strategies and plan to illustrate how you plan to achieve these goals.

**Location**

Research the area and determine where you wish to locate your company. When selecting a location for your business, it is important to consider economic factors and the environment of the area in which you are looking; noting the location of both your potential competitors and target audience.
Financing

This section should include your proposed financing, past financial performance and future expectations for financial performance. What are your financial goals to ensure the success of your business? Careful financial planning is necessary for a successful business. A local business banker can offer valuable assistance in financial assessment. If you need assistance with your business plan, visit www.sbdc.uwf.edu and sign up for consulting services.
BUILDING AND SITE SELECTION

The economic development office works closely with businesses that have outgrown their existing location, new business start-ups, and businesses moving to Santa Rosa County.

Through the close working relationships with the area’s commercial realtors, property owners, financial institutions and county and city planners, the EDO is Santa Rosa County’s best source for site and building availability.

The EDO maintains a database of sites and buildings available in Santa Rosa County at www.SantaRosaSites.com. This is a web-based application that provides information to help new, expanding, or relocating businesses find the best location for success in our community.
Property Database Reports
Search the online database for available properties based on user-defined criteria and generate quality reports for available properties.

Local Layers
Interactive local GIS layers include community assets such as land use, incentive areas, railroads and schools.

Community Profiles
Search the community profiles section for demographics, industries and business count reports.

Demographic Analysis Reports
Create user-defined analysis for consumer expenditures and labor force reports.
The Small Business Administration provides a number of financial assistance programs for small businesses that have been specifically designed to meet key financing needs, including debt financing, surety bonds and equity financing.

Guaranteed Loan Programs
SBA does not make direct loans to small businesses. Rather, SBA sets the guidelines for loans, which are then made by its partners (lenders, community development organizations, and micro-lending institutions). The SBA guarantees that these loans will be repaid, thus eliminating some of the risk to the lending partners. So when a business applies for an SBA loan, it is actually applying for a commercial loan, structured according to SBA requirements with an SBA guaranty. SBA-guaranteed loans may not be made to a small business if the borrower has access to other financing on reasonable terms.

Bonding Program/Surety Bonds
SBA’s Surety Bond Guarantee Program helps small business contractors who cannot obtain surety bonds through regular commercial channels.

A surety bond is a three-party instrument between a surety (someone who agrees to be responsible for the debt or obligation of another), a contractor and a project owner. The agreement binds the contractor to comply with the terms and conditions of a contract. If the contractor is unable to successfully perform the contract, the surety assumes the contractor’s responsibilities and ensures that the project is completed.
Bonding Program/ Surety Bonds

Through the SBG Program, the SBA makes an agreement with a surety guaranteeing that SBA will assume a percentage of loss in the event the contractor should breach the terms of the contract. The SBA’s guarantee gives sureties an incentive to provide bonding for eligible contractors, thereby strengthening a contractor’s ability to obtain bonding and greater access to contracting opportunities for small businesses. SBA can guarantee bonds for contracts up to five million dollars, covering bid, performance and payment bonds, and in some cases up to ten million dollars for certain contracts.

Venture Capital Program

SBA’s Small Business Investment Company “SBIC” Program is a public-private investment partnership created to help fill the gap between the availability of growth capital and the needs of small businesses. The SBA does not invest directly in small businesses, relying instead on the expertise of qualified private investment funds. The SBA licenses these funds as SBICs and supplements the capital they raise from private investors with access to low-cost, government guaranteed debt.

With these two sources of capital backing them, SBICs search across the United States for promising businesses in need of debt or equity financing. SBICs are similar to other investment funds in terms of how
they operate and their pursuit of high returns. However, unlike other funds, SBICs limit their investments to qualified small business concerns as defined by SBA regulations.

Loan guaranty requirements and practices change as the government alters its fiscal policy and priorities to meet current economic conditions. Past policies can’t be relied upon when seeking assistance in today’s market.

SBA provides loans to businesses so the requirements of eligibility are based on aspects of the business, not the owners. A variety of loan programs are offered for specific purposes. Below is a brief description of SBA loans.

For more information, www.sba.gov/funding-programs

- **General Small Business Loans – 7(a):** SBA’s most common loan program, includes financial help for businesses with special requirements.

- **Microloan Program:** This program provides small, short-term loans to small business concerns and certain types of not-for-profit child-care centers.

- **Real Estate & Equipment Loans – CDC/504:** This program provides financing for major fixed assets such as equipment or real estate.

- **Disaster Loans:** Low-interest loans provided to homeowners, renters, businesses and private nonprofit organizations that can be used to repair or replace items damaged or destroyed in a declared disaster including real estate, personal property, machinery and equipment, and inventory and business assets.
The 504 Loan Program is a partnership program between Florida First Capital, which is a nonprofit SBA Certified Development Company, and a commercial lender. Working with participating lenders, Florida First Capital provides up to 90 percent financing at below-market, fixed interest rates and long amortization terms for eligible fixed asset purchases.

Typically, a commercial lender provides financing for 50 percent of the 504 loan project and takes a first lien position; Florida First Capital/SBA provides 40 percent of the project financing and takes a second lien position; and the borrower provides a down payment of just 10 percent.

If a project is a start-up business (less than two years in operation) or a special purpose facility, the borrower’s down payment increases to 15 percent. If a project is a special purpose facility and a start-up business, the borrower’s down payment increases to 20 percent.

Machinery and equipment only loans may qualify with a 10 or 15 percent borrower down payment.
Zoning regulates what uses are currently permitted on all properties located within Santa Rosa County. Santa Rosa County Development Services oversees and regulates zoning. The commercial projects department assists customers who are developing commercial or multi-family residential projects. Staff from the building inspections, planning and zoning and engineering departments work together to educate customers and enforce the requirements of the land development code and other local ordinances, the comprehensive plan and the Florida building code, among other regulations. Many types of projects and new businesses require review, permitting, inspections and may need to be reviewed and approved prior to commencing work or starting a business, including:

- New construction
- Remodels/renovations, including interior build-outs
- Changes of use of a property
- Changes of occupancy of an existing building, including tenant changes
- Site construction work
- Parking lot improvements
- Simple electrical services change/new generator
- New duct work or new a/c unit
The following is a step-by-step process for commercial development:

1. **Investigation:**
   Familiarize yourself with the development review process and requirements.
   Visit development services online at: www.santarosa.fl.gov/149/Development-Services
   You can also visit the Development Services Center at: 6051 Old Bagdad Highway, Suite 202, Milton, FL 32583 or call them at 850-981-7000.

2. **Pre-Application Meeting:**
   Call or go online to schedule a pre-application meeting for your project. The purpose of a pre-application meeting is to allow you to present your ideas to the staff that will review your project and help you to understand all that will be required. A staff member will be assigned to your project. The staff member will be your direct contact and will assist you until project completion.

3. **Other Necessary Approval:**
   Your project may require other federal, state, and local agency approvals to proceed. Your project may also require county level public hearing approvals (rezoning, variances, architectural approval etc.). County staff has contact information available and will guide you to the appropriate agencies.

4. **Submit Site Plan Application:**
   The site plan application outlines all the submitted requirements. Submit a completed application with plans, approvals from outside agencies (if necessary or available), and other required documentation. Fees are collected at the time of submittal.
5. **Staff Review:**
County staff will review your submission and either approve or issue comments that specify needed revisions or additional information.

**Make Revisions:**
You or your consultant(s) will address the staff comments and resubmit for review. Please include a “Response to Comments” letter detailing how the comments were addressed.

6. **Development Order Issued:**
Once the submission is deemed regulation-compliant, staff will issue a development order and site development can begin. If underground utilities are proposed, contact Development Services at 850-981-7000, for a site utility permit and to set up an inspection.

**Building Permit:** You may submit your plans for building review anytime during or after the site plan process. Submit a completed application with two sets of plans and a plan review fee.

Outside agency approvals will be needed prior to permitting. During submittal, you will be provided a blank Notice of Commencement. If the owner is present, the form will be completed and notarized. The Notice of Commencement must be recorded with the county Clerk of Courts prior to the first building inspection.
7. **Staff Review:**
Staff will review your submission for compliance with the Florida building code and either, approve the project or issue comments for needed revisions. Most staff reviews will be completed within 10 business days; however, depending upon the complexity of the project more time may be required.

**Make Revisions:**
You or your consultant(s) will address the staff comments and resubmit for review.

8. **Permits Issued:**
Once the submission is deemed compliant with all applicable regulations, staff will issue a building permit. Upon payment of permit fees the contractor is allowed to pick up approved plans. Building construction can now begin. When your first permit is issued and the job nears completion you will be given a list of specific requirements to obtain a certificate of occupancy for your project.

9. **Inspections:**
Schedule all required inspections as job progresses. As determined at the beginning of your project you may need to obtain final inspections for:

- Engineering
- Planning & Zoning
- Life Safety
- All Building Permits
- Other Outside Agencies

10. **Time to Occupy:**
The county will issue Certificate of Occupancy or a Certificate of Completion. You must pass all final inspections.
Signage

- A building permit is required to display, erect, relocate or alter on-premise or off-premise signs, including wall signage and temporary signs, in Santa Rosa County as outlined in Land Development Code -Article 8.
- A development order must be obtained before a sign permit can be issued for off-premise signs (billboards).

Please contact the Santa Rosa County Development Services Center for a review of your project:

Santa Rosa County Development Services
6051 Old Bagdad Hwy, Room 202
Milton, FL 32583 or 850-981-7000
www.santarosa.fl.gov/149/Development-Services

Cutting Costs May Cost You More

While searching for the lowest contractor to bring your dream project to fruition, make sure all your contractors are licensed. A licensed contractor has the required education, experience, qualifications and has passed a criminal history check. By not hiring a licensed contractor you increase your likelihood of being a victim of a scam and risk poor quality work, liability for on-site injuries, and noncompliance with building codes. If your project isn’t permitted or doesn’t comply with the building code your property may be uninsurable and you may have to remove or repair the work at your own expense and be subject to fines.

For more tips visit: www.myfloridalicense.com/DBPR/unlicensed-activity/
A local business tax receipt is issued by the Santa Rosa County Tax Collector for operating any business in Santa Rosa County. Anyone that provides merchandise or services to the public, even one-person companies or home-based businesses, must obtain a business tax receipt to operate.

Before a Santa Rosa County local business tax receipt can be issued, a business must meet all conditions required by the city, county, state, and/or federal agency regulation which apply to that business or occupation. Please review the steps found on pages 21-23.

In Santa Rosa County, a business located within a city or town limit requires both a municipal license and a county license to operate. If the nature of a business takes employees inside a city limit to conduct business even though the business establishment is in the county, it may be necessary to obtain a city license also.

Santa Rosa County Tax Collector
To obtain requirements for a business located in Santa Rosa County, please visit one of the several Santa Rosa County Tax Collector locations throughout the county or call 850-983-1800
www.srctc.com

Pace Office
4487 Chumuckla Hwy
Pace, FL 32571

Jay Office
5259 Booker Lane
Jay, FL 32565

Midway Office
5841 Gulf Breeze Parkway
( Hwy. 98 ) Suite B
Gulf Breeze, FL 32563

Milton Office
6495 Caroline Street
( Hwy. 90 ) Suite E
Milton, FL 32570
The following checklist provides basic information on requirements that may be needed to start a business in Santa Rosa County.

1. If you are starting a business operated out of your home, check with the Santa Rosa County Development Services. You may not be allowed to have a business in an area that is zoned residential.

   Development Services
   Customer Service
   850-981-7000

2. A permit may be required when there is a significant change in property use.

   Florida Department of Transportation
   888-638-0250
   www.fdot.gov

3. Before doing business within the city/town limits of Jay, Milton or Gulf Breeze, check with each city or town hall to see if a city/town license is required in addition to a Santa Rosa County business tax receipt.

   Town of Jay
   850-675-4556

   City of Milton
   850-983-5400

   City of Gulf Breeze
   850-934-5100

4. If your business involves selling anything, you may be required to collect sales tax.

   Department of Revenue
   850-595-5170
5. You may be required to obtain a Federal ID number.

   **Internal Revenue Service**
   850-435-8648

6. A tangible personal property tax return may be required to be filed for your business.

   **Property Appraiser**
   850-983-1880

7. For information on construction permits, competency testing, contractors and more, contact Santa Rosa County Development Service.

   **Santa Rosa County Development Services**
   850-981-7000

8. If you are using any name for your business other than your legal name, you are required to file a fictitious name with the state. The application and the renewal forms are available online at: www.form.sunbiz.org/fic_form.html

   **Florida Division of Corporations**
   850-245-6058

9. Certain businesses require inspection before a business tax receipt can be issued in Santa Rosa County.
The following businesses are inspected by:
Florida Department of Business and Professional Regulation Division of Hotels & Restaurants
Panama City Beach, District 6
850-487-1395

- Restaurants
- Food Concessions
- Mobile Food Units

The following businesses are inspected by:
The Department of Agriculture and Consumer Services
800-488-0800

- Take-Out
- Catering

- Grocery Stores
- Bakeries
- Food Processing Plants
- Bottling Plants

- Ice Plants
- Seafood Vendors
- Juice/Sno-Cone Concessions
Below are the telephone numbers of several agencies that you may need to contact for information.

Department of Tobacco, Alcohol and Firearms
877-882-3277

Construction Industry Licensing Board
Department of Business & Professional Regulation
850-487-1395

Florida Department of Health and Rehabilitative Services
850-245-4444

Santa Rosa County Environmental Health Unit
850-983-5275

Better Business Bureau
850-429-0002

Santa Rosa County Tax Collector
To obtain requirements for a business located in Santa Rosa County, please visit one of the several Santa Rosa County Tax Collector locations throughout the county or call 850-983-1800
www.srctc.com

Pace Office
4487 Chumuckla Hwy
Pace, FL 32571

Jay Office
5259 Booker Lane
Jay, FL 32565

Midway Office
5841 Gulf Breeze Parkway
( Hwy. 98 ) Suite B
Gulf Breeze, FL 32563

Milton Office
6495 Caroline Street
( Hwy. 90 ) Suite E
Milton, FL 32570
As an employer, understanding your regulatory requirements is crucial to the success of your business. This guide provides ten easy steps for new employers to follow to ensure compliance with key federal, state and location regulations when hiring employees.

1. **Obtain an Employer Identification Number**
   To establish and register your business you must apply for a Federal Tax ID number from the U.S. Internal Revenue Service. In addition to reporting taxes, the EIN is necessary when reporting information about your employees to state agencies.

   **Internal Revenue Service**
   800-829-4933

2. **Set up Records for Withholding Taxes**
   The IRS states that you must keep payroll at least four years. Therefore it is important to establish a good record-keeping system.

3. **Florida Unemployment Tax Registration**
   Businesses with employees are required to pay unemployment insurance taxes. Your business will likely be liable for unemployment compensation tax if you paid $1,500 in wages per calendar quarter or if at least one worker was employed in any calendar quarter, or if you employed at least one worker during any 20 weeks per calendar year. A quarterly tax based on gross payroll must also be paid.

   **Florida Department of Revenue**
   850-488-8422
   [www.myflorida.com/dor](http://www.myflorida.com/dor)

4. **Federal Income Tax Withholding**
   To establish and register your business you must apply for a Federal Tax ID number from the U.S. Internal Revenue Service. In addition to reporting taxes, the EIN is necessary when reporting information about your employees to state agencies.
5. **Worker’s Compensation Insurance**  
   See Insurance Basics, Page 31

6. **Employee Eligibility Verification (I-9 Form)**  
   Federal law requires employers to verify an employee’s eligibility to work in the United States. Within three days of hire, employers must complete an employment eligibility verification form for each individual.

   **U.S. Immigration and Customs**  
   [www.uscis.gov](http://www.uscis.gov)

7. **Register with the New Hire Reporting Office**  
   The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 required all employers to report newly hired, re-hired and temporary (full-time and part-time) employees to a state directory within 20 days of their hire or rehire date.

   **Florida New Hire Reporting Center**  
   888-854-4791  
   [www.servicesforemployers.floridarevenue.com/Pages/home.aspx](http://www.servicesforemployers.floridarevenue.com/Pages/home.aspx)

8. **Safety and Health Regulations**  
   All businesses with employees are required to comply with state and federal regulations regarding the protection of employees. OSHA outlines health and safety standards adopted by the U.S. Department of Labor.

   **Federal Occupational Safety and Health Administration**  
   813-626-1177  
   [www.osha.gov/smallbusiness](http://www.osha.gov/smallbusiness)
9. Post Required Notices

Employers are required by state and federal laws to prominently display certain posters in the workplace that inform employees of their rights and employer responsibilities under labor laws.

www.dol.gov/agencies/whd/posters

10. Monthly and Quarterly Liabilities

As an employer, there are several federal and state tax filing requirements that apply. Businesses need to ensure the proper calculation of taxes and liabilities. Each quarter, employers who pay wages subject to income tax withholding, social security and Medicare taxes must file IRS Form 941, Employer's Quarterly Tax Return.

Additionally, employer’s must file IRS Form 940, Employer's Annual Federal Unemployment Tax Return if you paid wages of $1,500 or more in any calendar quarter or you had one or more employees work for you in any 20 or more weeks of the year.

Employers are also required to file quarterly Florida Unemployment Tax.

Federal Wage and Tax Statement

On an annual basis, employers must report to the federal government wages paid and taxes withheld for each employee. This report is filed using Form W-2, Wage and Tax Statement. Employers must complete a Form W-2 for each employee to whom they pay a salary, wage or other compensation. Employers must send “Copy A” of Forms W-2 to the Social Security Administration by the last day of February (or last day of March if you file electronically) to report the wages and taxes of your employees for the previous calendar year. In addition, employers should send copies of Form W-2 to their employees by January 31 of the year following the reporting period.
Tangible Personal Property Tax

Tangible personal property can be defined as all property other than real estate that is used for business purposes or commercial activity. Examples of TPP are tools, furniture, equipment and machinery, supplies, and leased or loaned equipment.

All business owners, persons or firms owning, leasing, consigning or renting tangible property in Santa Rosa County on January 1 must file a Tangible Personal Property tax return DR-405 with the property appraiser unless a waiver to file a return was previously granted. Returns and waiver notifications are mailed annually in January.
Timely filed accounts are eligible for a $25,000 exemption. The TPP return is the exemption application. New businesses are required to file an initial return even if they have assets less than $25,000.

Tangible property returns are due April 1 unless a 30-day extension has been requested and granted. Returns filed late are subject to penalties and are not eligible for the $25,000 TPP Exemption.

If a return fails to be filed for a business located in Santa Rosa County, Florida law requires the Property Appraiser to prepare a tangible assessment which is considered reasonable and appropriate for the business.

A tangible waiver will be mailed to all accounts of record if the account was fully exempt in the prior year. No action is necessary if the value for the current year does not exceed $25,000 and if the business status or location has not changed.

For detailed information and online filing please visit the Santa Rosa County Property Appraiser website at www.srcpa.org/Home/TPP/
What insurance does your business need?

Property Insurance

Property insurance compensates you if the property you use in your business is lost or damaged as the result of various types of common “perils” such as fire or theft. It covers not just a building or structure but also what insurers call “personal property,” meaning office furnishings, inventory, raw materials, machinery, computers and other items vital to your business operations.

Property insurance can do more than protect your physical assets. It may also provide operating funds during a period when you are trying to get the business back on track after a catastrophic loss. Depending on the type of policy you have, it may include coverage for equipment breakdown, removal of debris after a fire or other destructive event, some types of water damage and other losses.

Liability Insurance

Liability insurance, also called Commercial General Liability, covers four categories of events for which you could be held responsible: bodily injury, damage to others’ property, personal injury including slander and libel, and false or misleading advertising.

Commercial General Liability coverage pays for the injured party’s medical expenses. It excludes your employees, who are covered by workers’ compensation.
Workers’ Compensation Insurance
An employer must have workers’ compensation insurance when they have four or more employees in a non-construction industry business. Employers in the construction industry must have this insurance if they have one or more employees. Agricultural employers with five or more employees and/or 12 or more seasonal employees must obtain workers’ compensation insurance. Workers’ comp insurance, as this coverage is generally called, pays for medical care and replaces a portion of lost wages for an employee who is injured in the course of employment, regardless of who was at fault for the injury.

Florida Department of Financial Services
Division of Workers’ Compensation
200 East Gaines Street, Tallahassee FL 32399
800-342-1741 or 850-413-1609
www.myfloridacfo.com/division/wc/

Business Vehicle Insurance
Personal auto insurance policies may exclude coverage if the vehicle involved in an accident is used mainly for business. A business auto policy provides coverage for autos owned by a business. The insurance pays any costs to third parties resulting from bodily injury or property damage for which your business is legally liable, up to the policy limits. Depending on what kind of coverage you buy, the insurance may pay to repair or replace your vehicle because of damage resulting from accidents, theft, flooding and other events.

Insurance for a Home-Based Business
An extremely small business, such as one operated by one or two people out of a home, may not need workers’ compensation insurance, but it often needs more property and liability insurance than is provided in a typical homeowners policy.

Florida Department of Financial Services
www.myfloridacfo.com

National Association of Insurance Commissioners
www.content.naic.org/consumer.htm
CareerSource Escarosa

CareerSource Escarosa is the regional workforce organization for Escambia and Santa Rosa Counties providing job placement, recruitment assistance and funds for skills training at no cost to the employers or jobseekers. By leveraging the CareerSource Escarosa business services team, the services provided can increase a company’s return on investment by reducing hiring timelines and improving new hire retention rates.

- Recruiting Services
- Candidate Pre-Screening Assessments
- Funding/Training Incentives
- Local Labor Market Information

CareerSource Escarosa
6913 N. 9th Avenue
Pensacola, Florida 32504
850-607-8700
careersourceescarosa.com
Career Academies
Santa Rosa County offers over 65 academies with more being added as needs arise. For a list of career academies offered, contact:

**SANTA ROSA COUNTY CAREER ACADEMIES**

Santa Rosa Career Academies
www.SantaRosaCareerAcademies.com

Education and Training Providers

**UF/IFAS West Florida Research & Education Center**
5988 Highway 90
Building 4900
Milton, Florida 32583
850-983-5216
www.wfrec.ifas.ufl.edu

**Locklin Tech**
5380 Berryhill Road
Milton, FL 32570
850-983-5700
www.locklintech.com

**Jay Research Facility**
4253 Experiment Road Highway 182
Jay, Florida 32565
850-995-3720

**University of West Florida**
11000 University Pkwy
Pensacola, FL 32514
850-474-2000
www.uwf.edu

**Corporate & Professional Development Training Center at Pensacola State College**
418 W. Garden Street
Pensacola, FL 32502
850-484-1363
www.pensacolastate.edu/ccpd
Ruth McKinon, Coordinator
rmckinon@pensacolastate.edu
The Santa Rosa Economic Development Office is the official economic development organization for Santa Rosa County Florida. The EDO is charged with the responsibility of supporting existing companies in their expansion and growth needs and attracting new companies to the community.

The Small Business Administration is an agency of the federal government to aid, counsel, assist and protect the interests of small businesses, preserve free competitive enterprise and strengthen the economy.
The Florida Small Business Development Center at the University of West Florida is a member of the Florida Small Business Development Center Network, a non-profit network of college and university-based centers providing entrepreneurs with high quality one-on-one consulting, management training, and vital information they need to grow and prosper in a complex and competitive global environment.

Based in the University of West Florida College of Business, the SBDC at UWF has helped prospective and existing small business owners form, grow, and sustain successful businesses for more than 30 years. Serving Escambia, Santa Rosa, Okaloosa, Bay, and Walton counties, the SBDC at UWF maintains full service offices in Pensacola and Fort Walton Beach. Consulting services and training are also provided at several locations throughout our service territory.

The Florida Department of Economic Opportunity promotes economic opportunities for all Floridians, formulating and implementing a successful workforce, community and economic development policies. The agency combines the state’s workforce and community development efforts to help expedite economic development projects and to fuel job creation in communities.
Santa Rosa County has five chambers of commerce. Each chamber has their own economic development committee that works with incoming retail and small businesses by assisting them with everything from locating a building to relocation assistance for their employees. All chambers work closely with the economic development office to be sure that the move to Santa Rosa County is smooth and to ensure they have everything they need to succeed.

Gulf Breeze Area Chamber of Commerce
409 Gulf Breeze Hwy
Gulf Breeze, FL 32561
850-932-7888
www.gulfbreezechamber.com

Navarre Beach Area Chamber of Commerce
1804 Prado Street
Navarre, FL 32566
850-939-3267
www.navarrechamber.com
LOCAL CHAMBERS OF COMMERCE

Pace Area Chamber of Commerce
4344 Highway 90
Pace, FL 32571
850-994-9633
www.pacechamber.com

Santa Rosa County Chamber of Commerce and Tourist Information Center
5247 Stewart Street
Milton, FL 32570
850-623-2339
www.srcchamber.com

Jay Chamber of Commerce
P.O. Box 364
Jay, FL 32565
251-253-4414
@JACCFlorida
DIRECTORY OF RESOURCES

CONTACT INFORMATION

A
Administration, County ................................. 850-983-1877
Addressing, County ...................................... 850-981-7000
American's with Disabilities Act .................. 800-949-4232
Army Corp of Engineers ............................... 850-439-0707
Avalon Fire District (Fire impact fees) ........... 850-602-5236
Avalon Utilities (Sewer only) ......................... 850-995-4302

B
Bagdad-Garcon Water System ....................... 850-623-8508
Berrydale Water System ............................... 850-675-6086
Board of County Commission ....................... 850-983-1877
Budget, County .......................................... 850-983-1853
Building & Sites Availability ......................... 850-623-0174

C
CareerSource Escarosa ................................. 850-473-0939
Chumuckla Water System ............................. 850-994-3001
City of Gulf Breeze ...................................... 850-934-5109
City of Milton ............................................. 850-983-5410
City of Milton Fire/Life Safety ....................... 850-983-5430
City of Milton Utilities (Ext. 1200) ................. 850-983-5440
Clerk of the Courts ..................................... 850-981-5570
Code compliance ....................................... 850-981-7000
Contractors ................................................................. 850-981-7000
Council on Aging ......................................................... 850-432-1475
County Attorney ............................................................ 850-983-1857
Customer Service, County ........................................... 850-983-1877

D
Dept. of Business and Professional Regulations ............ 850-487-1395
Department of Economic Opportunity ......................... 850-245-7105
Department of Insurance .............................................. 800-342-2762
Department of Revenue (Sales & use tax) .................... 850-595-5170
Development Services, County ................................... 850-981-7000
Division of Agriculture and Consumer Services .......... 800-435-7352
Division of Alcoholic Beverages & Tobacco ................. 850-494-5970
Division of Consumer Services ................................. 850-922-2966
(Local and toll free phone numbers) ......................... 800-435-7352
Division of Corporations (Name filing) ....................... 850-488-9000
Division of Hotels & Restaurants ............................... 850-487-1395

E
East Milton Water System ............................................ 850-623-8750
Economic Development, County ............................... 850-623-0174
Emergency Management ............................................. 850-983-5360
Engineering, County .................................................. 850-981-7100
Environmental Department County ......................... 850-981-7135
EPA Hotline ............................................................... 800-368-5888
Escambia River Electrical Co-op (ext 238) .................... 850-675-4521
DIRECTORY OF RESOURCES

CONTACT INFORMATION

F
Federal Wage & Hour Board ................................ 850-942-8341
Florida Attorney’s Referral Service .................. 800-342-8011
Flood Information ......................................................... 850-981-7000
FDEP ........................................................................................ 850-595-8300
FDOT ........................................................................................ 850-981-3000

G
GIS Department, County ........................................ 850-983-1840
Grants, County ................................................................. 850-983-1948
Greater Pensacola Chamber of Commerce ..................... 850-438-4081
Gulf Breeze Chamber of Commerce ......................... 850-932-7888
Gulf Power Company .................................................. 800-225-5797

H
Health Department ..................................................... 850-983-5200
Holley/Navarre Fire District ..................................... 850-393-5236
Holley-Navarre Water System (Ext 242) .... 850-939-2427
Hospitality Education Program ......................... 850-644-1463
Housing, County ......................................................... 850-981-7076
H.R.S. Central Licensing (Day care) ............... 850-444-8247
Human Resources and Risk Management, County .................. 850-983-1948
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<th>Services</th>
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<td>IRS</td>
<td>800-829-1040</td>
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<td>Jay Chamber of Commerce</td>
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<td>Navarre Chamber of Commerce</td>
<td>850-939-3267</td>
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<td>Northwest Florida Water Management District</td>
<td>850-683-5044</td>
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<td>Okaloosa Gas</td>
<td>850-729-4700</td>
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</table>
DIRECTORY OF RESOURCES

CONTACT INFORMATION (continued)

P
Pace Chamber of Commerce .................. 850-994-9633
Pace Water System .................................. 850-994-5129
Parks, County ......................................... 850-983-1940
Parks after hours ................................. 850-983-5372
Pensacola State College ....................... 850-484-1363
Planning (Development Services) ........ 850-981-7000
Point Baker Water System .................. 850-623-4545
Procurement, County
(Bids, RFP’s, contracts) ....................... 850-983-1870
Property Appraiser, County ................ 850-983-1880
Public Works, County ......................... 850-626-0191

R
Roads and Bridges, County ................. 850-626-0191

S
Santa Rosa County Chamber
of Commerce ........................................ 850-623-2339
Santa Rosa County School District ........ 850-983-5000
Santa Rosa County Tourist
Development Council .......................... 850-939-8666
Sheriff’s Office ...................................... 850-983-1100
Small Business Administration
Federal Office ........................................ 904-443-1900
Small Business Development Center  .......... 850-474-2528
Soil Conservation .................................................. 850-623-3229
South Santa Rosa Utility System .................... 850-934-5110
State Attorney .................................................... 850-981-5500
Sundial Utilities .................................................... 850-981-1294
Supervisor of Elections, County .................... 850-983-1900

T
Tax Collector, County ........................................ 850-983-1800
Town of Jay ....................................................... 850-675-4556
Transportation Planning ................................. 850-981-7082

U
Unemployment Compensation Tax ................ 850-595-5225
University of West Florida ............................... 800-263-1074
US Copyright Office ....................................... 202-707-5959
US Patent and Trademark ............................... 800-786-9199
Utility Location Service Sunshine
State One “Call Before you Dig” ..................... 811

V
Veteran’s Services .............................................. 850-981-7110

W
West Florida Regional Planning Council ............ 850-595-8910
Worker’s Compensation (inquiries) ............... 850-595-5511