

#### Useful Web Sites

[www.co.okaloosa.fl.us](http://www.co.okaloosa.fl.us)

[www.irs.gov](http://www.irs.gov)

[www.sunbiz.org](http://www.sunbiz.org)

[www.myflorida.com](http://www.myflorida.com)

[www.floridatrend.com](http://www.floridatrend.com)

[www.eflorida.com](http://www.eflorida.com)

[www.fldfs.com/wc](http://www.fldfs.com/wc)

[www.sbdc.uwf.edu](http://www.sbdc.uwf.edu)

[www.sba.gov](http://www.sba.gov)

## Okaloosa County Department of Growth Management

Helpful Information on  
Starting a Small,  
Construction Related  
Business

## Okaloosa County Department of Growth Management

1804 Lewis Turner Blvd.  
Ste. 200  
Phone: 850 651-7180

[www.co.okaloosa.fl.us](http://www.co.okaloosa.fl.us)



\*This brochure is for informational purposes only. It will provide basic guide lines on requirements for starting a business in Florida. This is not a complete list it is just helpful information to get you started in the right direction.\*

### Licensing Specialists

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## Structure of Your Business.

The first decision you have to make about your business is what legal structure you are going to use. There are four main choices.

- 1) Sole Proprietorship;
- 2) Partnership;
- 3) Corporation;
- 4) Limited Liability Company.

To find out more about these options you can visit [www.irs.gov](http://www.irs.gov).

## Licensing

**State** – To determine if a state license is required contact the Department of Business and Professional Regulation. 850-487-1395 or visit them at [www.myflorida.com/dbpr](http://www.myflorida.com/dbpr)

**Local** – To determine if a local competency card is required for your trade contact the Dept. of Growth Management, Licensing Division. 850 651-7180 or visit [www.co.okaloosa.fl.us//conts\\_lic\\_div.htm](http://www.co.okaloosa.fl.us//conts_lic_div.htm)

For a local business tax receipt contact the Tax Collectors Office at 850 651-7300.

Home based business may require a permit. Check with your local jurisdiction where you plan to locate your business.

## Business names

Corporations and Limited Liability Companies are required to file articles of incorporation with the Division of Corporations. Contact the Florida Department of State, Division of Incorporations at 850 245-6052 or visit [www.sunbiz.org](http://www.sunbiz.org)

**Fictitious Names** – Also known as a D/B/A. If you will be using a name other than the owner's legal name or a registered corporate name, a fictitious name must be registered with the state. Forms and information are available from Florida Department of State, Fictitious Name Registration 850 245-6085 or visit [www.sunbiz.org](http://www.sunbiz.org)

## Federal Employer Identification Number –

Can be obtained by filling form SS-4. Federal forms are available by calling 800-829-3676 or visit [www.irs.gov](http://www.irs.gov)

## Workers' Compensation

If your construction related business has employees workers compensation is required. For information contact your insurance carrier or the Florida Department of Financial Services, Division of Workers' Compensation, 850-413-1601 or visit [www.fldfs.com/wc](http://www.fldfs.com/wc)

If you don't have employees you may qualify for workers comp exemption for a list of requirements and how to apply contact the Florida Department of Financial Services, Division of Workers' Compensation.

## Small Business Resource Kit

University of West Florida offers a Free Small Business Resource Kit. To request this information visit [www.sbdc.uwf.edu/request.asp](http://www.sbdc.uwf.edu/request.asp) and provide required information.