

# SMALL BUSINESS RESOURCE GUIDE

Helping You Build, Launch, and Lead  
**Right Here in Santa Rosa**



**Santa Rosa**  
ECONOMIC  
DEVELOPMENT



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## INTRODUCTION

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 know your target market and industry trends?
- Have you chosen the best legal structure for your business (sole proprietor, partnership, LLC, or corporation)?
- Do you have a written business plan?
- Have you registered your business and obtained the required licenses and permits?
- Do you have a business location that complies with zoning regulations?
- Have you calculated your startup costs and secured financing (loans, savings, or SBA programs)?
- Do you understand your tax requirements and have an Employer Identification Number (EIN) if needed?
- Do you have a strategy for marketing and reaching customers?
- Do you know how to establish and build business credit?

Source: The Florida SBDC at UWF

## 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](http://www.sba.gov/business-guide/launch-your-business/choose-business-structure)



U.S. Small Business Administration

**Small Business Administration**  
[www.sba.gov](http://www.sba.gov)

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



**Florida Department of State**  
Division of Corporations - Corporate Filings  
P.O. Box 6327 Tallahassee, FL 32314  
[www.sunbiz.org](http://www.sunbiz.org)

# PLANNING YOUR BUSINESS

## WRITING A BUSINESS PLAN

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](http://www.sba.gov/business-guide/plan-your-business/write-your-business-plan)

### 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?  
Who are the potential customers for your product or service and why will they purchase it from you?
- 2 How will you reach your potential customers?
- 3 Where will you get the financial resources to start your business?
- 4

When writing your business plan, be sure to address each of the vital elements:

### Executive Summary

Brief overview of your business idea, services/products, target customers, and growth vision.

### Company Description

Mission, history, ownership, legal structure, and key team members..

### Market Research

Industry overview, competitors, customer demographics, and market trends.

### Organization & Management

Business structure, management roles, and staffing plans.

### Products & Services

What you offer, pricing strategy, intellectual property, and lifecycle.

### Marketing & Sales

Your marketing channels, sales strategy, and how you'll reach and retain customers.

### Financial Projections

Startup costs, funding needs, revenue forecasts, and break-even analysis.

### Location & Operations

Where you'll operate, facilities, and how your business will run day-to-day.

# PLANNING YOUR BUSINESS

## WRITING A BUSINESS PLAN (continued)

### Need a hand?

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/services/consulting](http://www.sbdc.uwf.edu/services/consulting) to meet with one of SBDC's certified business consultants.

- One-on-one consulting is provided by experienced and professionally trained consultants able to address specialized and complex client needs.
- Consulting sessions are personalized, confidential, and at **no-cost** to the client.



### Florida SBDC at the University of West Florida College of Business

University of West Florida College of Business  
11000 University Parkway, Building 76, Suite 109,  
Pensacola, FL 32514  
850-474-2528  
[www.sbdc.uwf.edu](http://www.sbdc.uwf.edu)  
[sbdc@uwf.edu](mailto:sbdc@uwf.edu)

## 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.

Contact us anytime below to discuss your business needs, explore potential locations, or learn how we can support your success in Santa Rosa County.



### Santa Rosa Economic Development

6491 Caroline Street, Suite 4  
Milton, FL 32570  
850-623-0174  
[www.SantaRosaEdo.com](http://www.SantaRosaEdo.com)

# FINANCING YOUR BUSINESS

## SMALL BUSINESS ADMINISTRATION LOAN PROGRAMS

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 SBC 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.

# FINANCING YOUR BUSINESS

## SMALL BUSINESS ADMINISTRATION LOAN PROGRAMS (continued)

For more information, [www.sba.gov/funding-programs](http://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.

### Small Business Administration

North Florida District Office  
7825 Baymeadows Way, Suite 100B  
Jacksonville, FL 32256  
904-443-1900  
[www.sba.gov](http://www.sba.gov)

# FINANCING YOUR BUSINESS

## FLORIDA FIRST CAPITAL FINANCE CORPORATION 504 LOAN PROGRAM

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.

**FFFC**.com Florida First Capital  
Finance Corporation  
*Financing Florida Small Business<sup>SM</sup>*

**Florida First Capital Finance Corporation**  
1351 N Gadsden St, Tallahassee, FL 32303  
**850-393-0496 (Cell) | 800.504.LOAN (Corporate)**  
Stacey Green, *Northwest Florida Representative*  
[www.ffcfc.com](http://www.ffcfc.com)  
[sgreen@ffcfc.com](mailto:sgreen@ffcfc.com)

# STARTING YOUR BUSINESS

## ZONING AND PERMITTING

Zoning regulates what uses are currently permitted on all properties located within Santa Rosa County. Santa Rosa County Development Services oversees and regulates zoning. 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
- Retaining wall installation
- Irrigation systems
- Outdoor seating or patio additions
- Access driveways or connections to public roads
- Stormwater improvements or drainage modifications
- Construction of accessory buildings or storage structure
- Demolition of existing structures
- Temporary construction trailers or sales offices
- Installation of fire suppression, alarm, or sprinkler systems

## 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](http://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:

1. Go online to My Government Online ([mgoconnect.org/cp/portal](http://mgoconnect.org/cp/portal)) to schedule a pre-application meeting for your project. First, you must create an account. Then, sign in and select Santa Rosa County, FL as your state and county.

2. Click "Apply Online for Planning & Zoning".

3. Scroll down to find "Pre-Application Meeting."

4. Complete the application.

LaverneF@santarosa.fl.gov will schedule you for the earliest open meeting slot.

For assistance with My Government Online, please call the toll-free number at 985-851-0760. If you hear "Thank you for calling My Permit Now...", you're in the right place.

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.

# STARTING YOUR BUSINESS

## ZONING AND PERMITTING (continued)

### 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.

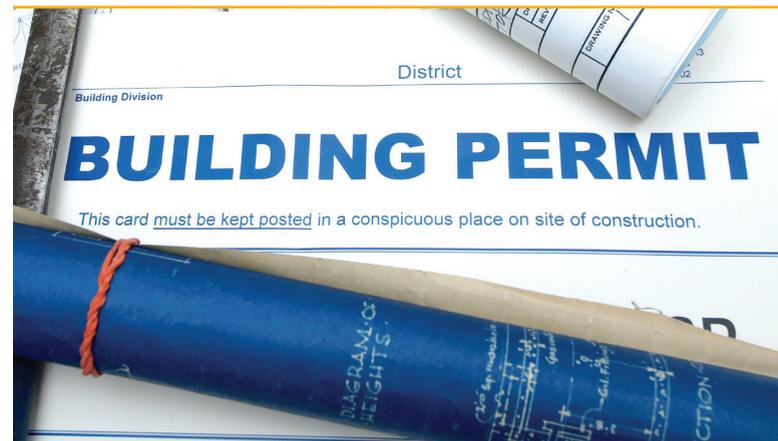
### 9. Inspections:

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

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

### 10. Time to Occupy:

The county will issue Certificate of Occupancy or a Certificate of Completion. You must pass all final inspections.



# STARTING YOUR BUSINESS

## BUSINESS TAX RECEIPT/ BUSINESS LICENSE

### 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](http://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: [www2.myfloridalicense.com/unlicensed-activity-faqs/](http://www2.myfloridalicense.com/unlicensed-activity-faqs/)

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 20-22.

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](http://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

# STARTING YOUR BUSINESS

The following checklist provides basic information on requirements that may be needed to start a business in Santa Rosa County.

1. Ensure that the permitting process has been fully satisfied. If you are starting a business operating out of your home, check with Santa Rosa County Development Services. You may not be allowed to have a business in an area zoned residential. A permit from FDOT may be required for work that involves access to or use of state highway right-of-way, including driveway connection to a state road or excavation in or adjacent to state ROW.

#### Santa Rosa County Development Services

850-981-7000

[santarosa.fl.gov/149/development-services](http://santarosa.fl.gov/149/development-services)

#### Florida Department of Transportation

888-638-0250

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

2. 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

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

850-675-4556

#### City of Milton

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

850-983-5400

#### City of Gulf Breeze

[cityofgulfbreeze.us](http://cityofgulfbreeze.us)

50-934-5100

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

#### Department of Revenue

850-471-6970

[floridarevenue.com](http://floridarevenue.com)

4. You may be required to obtain a Federal ID number.

#### Internal Revenue Service

850-829-4933

[www.irs.gov/businesses/employer-identification-number](http://www.irs.gov/businesses/employer-identification-number)

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

#### Property Appraiser

850-983-1880

[srcpa.gov](http://srcpa.gov)

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

#### Santa Rosa County Development Services

850-981-7000

[santarosa.fl.gov/149/development-services](http://santarosa.fl.gov/149/development-services)

7. 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:  
[dos.fl.gov/sunbiz/forms/fictitious-name/](http://dos.fl.gov/sunbiz/forms/fictitious-name/)

#### Florida Division of Corporations (Sunbiz)

850-245-6058

[dos.fl.gov/sunbiz/](http://dos.fl.gov/sunbiz/)

8. Certain businesses require inspection before a business tax receipt can be issued in Santa Rosa County.

# STARTING YOUR BUSINESS

*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
- Take-Out
- Catering

*The following businesses are inspected by:*  
**The Department of Agriculture and Consumer Services**  
800-435-7352

- 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  
[www.atf.gov](http://www.atf.gov)

**Construction Industry Licensing Board**  
Department of Business & Professional Regulation  
850-487-1395  
[www2.myfloridalicense.com/construction-industry/](http://www2.myfloridalicense.com/construction-industry/)

**Florida Department of Health**  
850-245-4444  
[www.floridahealth.gov](http://www.floridahealth.gov)

**Santa Rosa County Environmental Department**  
850-981-7135  
[www.santarosa.fl.gov/338/environmental-department](http://www.santarosa.fl.gov/338/environmental-department)

**Better Business Bureau**  
850-429-0002  
[www.bbb.org](http://www.bbb.org)

**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](http://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



# STARTING YOUR BUSINESS

## EMPLOYER & PROPERTY TAX REQUIREMENTS

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

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

### 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 Reemployment Tax Registration

Businesses with employees are required to pay Reemployment insurance taxes. Your business will likely be liable for Reemployment 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

850-488-6800

[www.floridarevenue.com/taxes/taxesfees/Pages/reemployment.aspx](http://www.floridarevenue.com/taxes/taxesfees/Pages/reemployment.aspx)

### 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 29*

### 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

800-321-6742 (OSHA)

[www.osha.gov/smallbusiness](http://www.osha.gov/smallbusiness)

# STARTING YOUR BUSINESS

## EMPLOYER & PROPERTY TAX REQUIREMENTS (continued)

### 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](http://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.

## Online Tax Resources

### Internal Revenue Service

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

### Florida Department of Revenue

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

### Electronic Federal Tax Payment System

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

### U.S. Social Security Administration

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

## 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.

# STARTING YOUR BUSINESS

# STARTING YOUR BUSINESS

## EMPLOYER & PROPERTY TAX REQUIREMENTS (continued)

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.gov/tpp](http://www.srcpa.gov/tpp)

### Santa Rosa County Property Appraiser

Gregory S. Brown II, CFA

6495 Caroline Street, STE K, Milton, FL 32570

850-983-1880

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

## INSURANCE BASICS

### 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.



# STARTING YOUR BUSINESS

# STARTING YOUR BUSINESS

## INSURANCE BASICS (continued)

### 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/](http://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](http://www.myfloridacfo.com)

**National Association of Insurance Commissioners**  
<https://content.naic.org/consumer>

# STARTING YOUR BUSINESS

## WORKFORCE DEVELOPMENT

### CareerSource Escarosa: Helping Businesses Recruit, Hire, and Retain Talent

One of Florida's 21 local Workforce development boards, CareerSource Escarosa is best known for its job seeker services. However, it also offers no-cost business resources, including workforce training grants, career fairs and hiring events, labor market research, Employ Florida job postings, candidate screening and referrals, federal bonding, and DoD SkillBridge internships.

### Core Business Services Include:

- **Career Fairs & Hiring Events** – Career Fairs & Hiring Events – Virtual or In.-person opportunities to connect directly with jobseekers.
- **Job Postings** – Listings on EmployFlorida.com, the statewide jobmatching system.
- **Candidate Screening & Referrals** - Save time by receiving pre-screened candidates who match your needs.
- **On-the-Job Training (OJT)** – Financial assistance to offset the cost of training new hires.
- **Employed Worker Training (EWT)** – Locally funded grants to reimburse skills-upgrade training for existing employees.
- **Incumbent Worker Training (IWT)** – State funded grants to reimburse skills – upgrade training for existing employees.
- **Customized Labor Market Data** – Access wage trends, talent pipelines, and Industry insights to support business decisions.

- **DoD SkillBridge Interns** – Connect with transitioning military service members for internships at no cost.
- **Federal Bonding Services** – Free fidelity bonds for at-risk hires, helping businesses expand hiring pools safely.
- **Registered Apprenticeships** – Blend on-the-job training with classroom instruction, with applications facilitated by CareerSource Escarosa staff.
- **Rapid Response Services** – layoff aversion and outplacement assistance If downsizing becomes necessary.

To explore these and other services, stop by one of our career centers, visit [careersourceescarosa.com](http://careersourceescarosa.com) or contact the business services team directly at [businessserviceteam@escarosa.org](mailto:businessserviceteam@escarosa.org)



### CAREER CENTER LOCATIONS

#### PENSACOLA

6913 N. 9th Ave  
Pensacola, FL 32504  
M-F: 8am-4pm  
p: 850.607.8700 f: 850.607.8849

#### MILTON

5725 Hwy US-90  
Milton, FL 32583  
M-F: 8am-4pm  
p: 850.983.5325 f: 850.983.5330

#### CENTURY

7995 N. Century Blvd.  
Century, FL 32535  
M-W. 8am-3:30pm  
(Closed Th & F)  
P: 850.366.4164 f: 850.366.4015

## 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**  
[Santarosacareerpathways.com/career-academies](http://Santarosacareerpathways.com/career-academies)

## Education and Training Providers

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

**Jay Research Facility**  
4253 Experiment  
Road Highway 182  
Jay, Florida 32565  
850-983-7121  
[facebook.com/  
JayResearchFacility](https://www.facebook.com/JayResearchFacility)

**Locklin Tech**  
5380 Berryhill Road  
Milton, FL 32570  
850-983-5700  
[www.locklintech.com](http://www.locklintech.com)

**University of West Florida**  
11000 University Pkwy  
Pensacola, FL 32514  
850-474-2000  
[www.uwf.edu](http://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](http://www.pensacolastate.edu/ccpd)  
Kelby Thornton, Coordinator  
[kthornton@pensacolastate.edu](mailto:kthornton@pensacolastate.edu)

# SUPPORTING YOUR BUSINESS

## SMALL BUSINESS SERVICE PROVIDERS



**Santa Rosa  
Economic Development**  
6491 Caroline Street, Suite 4  
Milton, FL 32570  
850-623-0174  
[www.SantaRosaEdo.com](http://www.SantaRosaEdo.com)

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.



U.S. Small Business  
Administration

**SBA North Florida Office**  
7825 Baymeadows Way, Suite 100B  
Jacksonville, FL 32256  
904-443-1900  
[www.sba.gov/district/north-florida](http://www.sba.gov/district/north-florida)

The Small Business Administration is a federal government agency created to aid, counsel, assist and protect the interests of small business, preserve free competitive enterprise and strengthen the economy.



### Department of Commerce

107 East Madison Street, Caldwell Building  
Tallahassee, FL 32399  
850-245-7105  
[floridajobs.org](http://floridajobs.org)

FloridaCommerce, in collaboration with its partners, advances Florida's economy by championing the state's economic development vision and by administering state and federal programs and initiatives to help visitors, citizens, businesses, and communities.

### SBDC at UWF

11000 University Parkway,  
Bldg. 76, Suite 109,  
Pensacola, FL 32514  
850-474-2528  
[sbdc.uwf.edu](http://sbdc.uwf.edu)



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 45 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.

## Florida SBDC Services Overview

In addition to the no-cost, confidential consulting and training mentioned on page 8 of the Small Business Resource Guide, the SBDC team offers expanded services to help small business grow and succeed.

Expanded Services Include:

- **Training & Events**

Low-cost or free workshops and seminars on finance, HR, marketing, and other business skills. SBDC's flagship workshop, "Starting a Business", offers practical training sessions to guide new entrepreneurs through business planning and early operations.

<https://sbdc.uwf.edu/events/>

- **Government Contracting Assistance (APEX Accelerator)**

Help with registrations, certifications (veteran-, woman-, and minority-owned), bid proposals, and connections with buyers.

<https://sbdc.uwf.edu/services/government-contracting/>

- **Disaster Preparedness & Recovery**

Support for continuity planning and recovery resources after hurricanes or other emergencies.

<https://sbdc.uwf.edu/services/disaster-preparedness-and-business-continuity/>

The Florida SBDC at UWF is a regional host for Northwest Florida within the Florida SBDC Network. SBDC staff rotate between the 12 office locations across 10 counties: Escambia, Santa Rosa, Okaloosa, Walton, Bay, Gulf, Calhoun, Jackson, Holmes, and Washington.

## Main Office:

- **Pensacola Office – UWF College of Business**  
11000 University Parkway, Bldg. 76A, Rm. 113  
Pensacola, FL 32514

## Outreach Locations:

- **Fort Walton Beach Office – UWF Emerald Coast Campus**  
1170 Martin Luther King Jr. Blvd., Bldg. 2,  
Fort Walton Beach, FL 32547
- **Panama City Beach Office (TechFarms)**  
7543 Holley Circle, Panama City Beach, FL 32408
- **Crestview Office – Chamber of Commerce**  
1447 Commerce Drive, Crestview, FL 32539
- **Crestview Office (Florida APEX Accelerator)**  
805 E James Lee Blvd., Rm. 304, Crestview, FL 32539
- **Destin Office – Chamber of Commerce**  
4484 Legendary Dr., Suite A, Destin, FL 32541
- **Gulf Breeze Office – Chamber of Commerce**  
3044 Gulf Breeze Parkway, Gulf Breeze, FL 32563
- **Navarre Office – Chamber of Commerce**  
1804 Prado St., Navarre, FL 32566
- **Marianna Office – Inside First Federal Bank**  
4215 Lafayette St., Marianna, FL 32446
- **Santa Rosa Beach Office – Chamber of Commerce**  
63 South Centre Trail, Santa Rosa Beach, FL 32459

# SUPPORTING YOUR BUSINESS

## LOCAL CHAMBERS OF COMMERCE

Running a business is easier when you don't have to do it alone. Santa Rosa County's five chambers of commerce are dedicated to helping businesses grow by connecting you with customers, peers, and resources. From ribbon cuttings to networking breakfasts, chambers provide advocacy, credibility, and opportunities that make a real difference for small businesses.

## What Chambers Offer

### Networking & Referrals

Relationships matter. Chambers host events like monthly breakfasts, business-after-hours, and large community gatherings that connect you directly to potential customers and peers. Gulf Breeze's Taste of Gulf Breeze is a showcase drawing hundreds of locals, while Pace Chamber's Networking Breakfast make it easy to meet community leaders face-to-face.

### Business Promo

Chambers shine a spotlight on your business. From ribbon cuttings and directory listings to social media spotlights and press coverage, chambers provide built-in promotion that boosts visibility. Members also gain chances to sponsor community events, advertise in chamber publications, and showcase their business at festivals and expos. Santa Rosa County Chamber's annual Casino Night is a great example of how our chambers give event sponsors direct exposure to the community.

# SUPPORTING YOUR BUSINESS

## LOCAL CHAMBERS OF COMMERCE (continued)

### Advocacy & Representation

Chambers are the voice of you and your business when decisions are being made. Whether it's advocating at City Hall, engaging with county officials, or ensuring rural and small business needs are heard, chambers give members a seat at the table.

### Education

Chambers help you stay ahead of the curve. Through workshops, seminars, and roundtables, they provide practical training on topics like marketing, HR, leadership, and AI. Members also gain access to expert speakers and business mentors who share real-world strategies for growth and success.

### Community Engagement

Chambers connect businesses with the wider community through events that build visibility and goodwill. Jay Chamber's Farm to Table and Monster Dash & Chili Bash events highlight local businesses while drawing families together, and Navarre Chamber's Community Resource Fair brings health, wellness, and education providers under one roof—giving members a chance to meet residents where they are.

# SUPPORTING YOUR BUSINESS

## LOCAL CHAMBERS OF COMMERCE



### Gulf Breeze Area Chamber of Commerce

3044 Gulf Breeze Parkway,  
Gulf Breeze, FL 32583  
850-932-7888

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



### Jay Chamber of Commerce

P.O. Box 364  
Jay, FL 32565  
251-253-4414

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



### Navarre Beach Area Chamber of Commerce

8543 Navarre Pkwy  
Navarre, FL 32566  
850-939-3267

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



### Pace Area Chamber of Commerce

4344 Highway 90  
Pace, FL 32571  
850-994-9633

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



### Santa Rosa County Chamber of Commerce and Tourist Information Center

4315 Avalon Boulevard,  
Milton, FL 32583  
850-623-2339

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

# SUPPORTING YOUR BUSINESS

## BUSINESS GROWTH & INTERNATIONAL TRADE

### SelectFlorida – Statewide Business Development Resource

SelectFlorida is Florida's official economic development partnership, connecting businesses of all sizes with the tools, expertise, and statewide networks needed to succeed. While local organizations like the Santa Rosa County Economic Development Office provide direct community support, SelectFlorida helps entrepreneurs look beyond their county to tap into statewide and global opportunities.

SelectFlorida offers business development support for companies considering expansion or relocation within Florida. Its team works with industry leaders, small businesses, and community partners to provide insight into available sites, incentives, and industry clusters.

For companies with international ambitions, SelectFlorida provides export and trade assistance, linking Florida-made products and services to global markets. Businesses can also access industry-specific expertise in manufacturing, aerospace, life sciences, IT, logistics, and other growth sectors.

Headquarters are located in Coral Gables, with a regional office in Orlando to serve businesses across the state.

**Connect with a team of  
dedicated economic developers:**  
[selectflorida.org/contact-business-development](http://selectflorida.org/contact-business-development)

**Access the Economic and  
Workforce Development Toolkit:**  
[selectflorida.org/stakeholder-toolkit](http://selectflorida.org/stakeholder-toolkit)

# SUPPORTING YOUR BUSINESS

## STORYBRAND YOUR BUSINESS

### What is StoryBrand?

Customers need to understand what you offer, quickly and easily. StoryBrand is a communication framework created by Donald Miller that helps businesses convey their message clearly to increase engagement, trust, and sales. The core principle is: if you confuse, you lose.

### Why It Matters For You

Most customers don't buy the "best" product, which is subjective in the first place. They buy the product they understand the fastest. StoryBrand helps you explain who you help, what problem you solve, and how customers can take action. It works for websites, brochures, pitches, and social media.

### The StoryBoard Framework

Every good brand story has seven key parts:

#### 1. The Customer is the Hero

They are in the spotlight. Identify what they want.

#### 2. They Have a Problem

Customers face:

- External problems (*practical issues*)
- Internal problems (*frustrations or feelings*)
- Philosophical problems (*"This shouldn't be this hard."*)

#### 3. Your Business is their Guide

You help customers succeed by showing:

- Empathy (*"We understand how frustrating this can be."*)
- Authority (*your product, experience, credentials and wins*)

#### 4. Give Them a Clear Plan

Two simple kinds of plans work best:

- Process: 3-4 steps showing how they can work with you
- Agreement: What you promise to deliver or protect

#### 5. Call Them to Action

Most customers don't act unless prompted.

- Direct Call to Action (Direct CTA): "Schedule an Appointment" or "Buy Now"
- Transitional CTA: Offer free resources, guides, checklists, etc.

#### 6. Describe the Stakes

Briefly show what's at risk if customers don't take action.

What pain, inconvenience, or cost will they avoid by choosing you?

#### 7. Paint the Picture of Success

Show the positive transformation:

More time. Less stress. More clarity. Better results.  
Help customers imagine life after working with you.

### How to Use StoryBrand in Your Business

- Create a short "one-liner" describing what you do
- Build a website that follows SB7
- Use your plan and CTA across all marketing materials
- Keep language simple, clear, and action-focused

*Recommended reading: Donald Miller's Building a StoryBrand / Building a StoryBrand 2.0 for business messaging strategies.*

# DIRECTORY OF RESOURCES

## CONTACT INFORMATION

### A

Administration, County .....	850-983-1877
Addressing, County .....	850-983-1805
American's with Disabilities Act .....	800-949-4232
Army Corp of Engineers .....	850-439-0707
Avalon Fire District (fire impact fees) .....	850-994-4445
Avalon Utilities (sewer only) .....	850-995-4302

### B

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

### C

CareerSource Escarosa .....	850-983-5325
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) .....	850-983-5400
Clerk of the Courts .....	850-981-5570
Code Enforcement .....	850-981-7090

Contractors .....	850-981-7000
Council on Aging .....	850-432-1475
County Attorney .....	850-983-1857
Customer Service, County .....	850-983-1877

### D

DCF Child Day Care Licensing .....	850-483-6728
Dept. of Business and Professional Regulations .....	850-487-1395
Department of Financial Services (Insurance) .....	800-342-2762
Department of Revenue (Sales & Use Tax) .	850-488-8422
Development Services, County .....	850-981-7000
Department of Agriculture and Consumer Services .....	800-435-7352
Division of Alcoholic Beverages & Tobacco .....	850-487-1395
(Local and toll free phone numbers) .....	800-435-7352
Division of Hotels & Restaurants .....	850-487-1395

### E

East Milton Water System .....	850-623-8750
Economic Development, County .....	850-623-0174
Economic Development, Milton (ext. 1233) .....	850-983-5400
Emerald Coast Regional Council .....	850-332-7976
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 .....	850-675-4521

# DIRECTORY OF RESOURCES

## CONTACT INFORMATION (continued)

### F

Federal Wage & Hour Division .....	866-487-9243
Florida Attorney's Referral Service .....	800-342-8011
FloridaCommerce .....	850-245-7105
Flood Information .....	850-981-7000
Florida Power & Light .....	888-326-4853
FDEP .....	850-595-8300
FDOT .....	850-981-3000

### G

GIS Department, County .....	850-983-1840
Grants, County .....	850-983-1805
Greater Pensacola Chamber of Commerce .....	850-475-4999
Gulf Breeze Chamber of Commerce .....	850-932-7888
Gulf Breeze Regional Water System .....	850-934-5110

### 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 .....	850-487-1395
Housing, County .....	850-981-7076
Human Resources, County .....	850-983-1948

### I

IRS .....	833-553-9895
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### J

Jay Chamber of Commerce .....	850-675-4556
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### L

Landfill/Recycling .....	850-981-7135
Library Administration .....	850-981-7323
Life Safety .....	850-981-7000
Local Mitigation Strategy .....	850-981-2017

### M

Midway Fire District .....	850-932-4771
Midway Water System .....	850-932-5188
Moore Creek Mt Carmel Utilities .....	850-675-6174
Mosquito Control .....	850-981-7135
MSBU Assessments .....	850-983-1834

### N

Navarre Beach Pier .....	850-710-3239
Navarre Beach Utilities .....	850-936-6110
Navarre Chamber of Commerce .....	850-939-3267
Northwest Florida Water Management District .....	850-539-5999

### O

Okaloosa Gas .....	850-729-4700
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# 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) .....	850-983-1859
Property Appraiser, County .....	850-983-1880
Public Works, County .....	850-626-0191

### R

Reemployment Compensation Tax .....	850-488-6800
Risk Management, County .....	950-983-1963
Roads and Bridges, County .....	850-626-0191

### S

Santa Rosa County Chamber of Commerce .....	850-623-2339
Santa Rosa County School District .....	850-983-5150
Sheriff's Office .....	850-983-1100

Small Business Administration Federal Office .....	904-443-1900
Small Business Development Center .....	850-474-2528
Soil Conservation (ext. 3) .....	850-675-6696
State Attorney .....	850-981-5500
Sundial Utilities (ext. 3010) .....	850-983-5400
Supervisor of Elections, County .....	850-983-1900

### T

Tax Collector, County .....	850-983-1800
Tourist Development County .....	850-981-8900
Town of Jay .....	850-675-4556
Transportation Planning, County .....	850-981-9874

### U

University of West Florida .....	800-263-1074
US Copyright Office .....	202-707-3000
US Patent and Trademark .....	800-786-9199
Utility Location Service Sunshine State One "Call Before you Dig" .....	811

### V

Veterans Services, County .....	850-981-7155
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### W

Worker's Compensation (Inquiries) .....	850-983-1863
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**Santa Rosa**  
**ECONOMIC**  
**DEVELOPMENT**

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**SantaRosaEDO.com**  
**edo@santarosa.fl.gov**

**f** @SantaRosaEDO

**in** @SantaRosaCountyEconomicDevelopmentOffice

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**850-623-0174**  
**6491 Caroline Street, Suite 4**  
**Milton, Florida 32570**