



## **CITY OF HIGH SPRINGS NEW BUSINESS PACKET**

**This packet is for a new restaurant, looking to go into an existing building**

**Use this checklist to ensure you have met all City & State requirements before you expect to open for business, and to avoid unnecessary delays.**

- \_\_\_\_\_ Call 386-454-1416 and schedule an appointment with High Springs City Planner Christian Popoli.
- \_\_\_\_\_ Call 454-2889 and schedule an appointment with Main Street Manager
- \_\_\_\_\_ Prepare a business plan.  
A business plan summarizes the operational and financial objectives of a business and contains the detailed plans and budgets showing how the objectives are to be realized. A business plan contains detailed financial projections, forecasts about your business's performance, and a marketing plan.
- \_\_\_\_\_ Prepare a Site plan and submit it to Planning Development & Codes Office  
A site plan is a detailed floor plan including a clear description of the business.
- \_\_\_\_\_ Obtain a zoning permit - \$100.  
If use is the same, (ie: building previously held a restaurant and new owner wants to open a restaurant)
- \_\_\_\_\_ Obtain a conditional use permit - \$400.  
If building has been vacant for more than 6 months.  
If changing the use of the business (ie: building previously held a gift shop and new owner wants to open a restaurant)
- \_\_\_\_\_ Application for Certificate of appropriateness needed -\$100 (Historic District)  
If exterior changes are planned (excluding maintenance such as pressure cleaning or painting the same color) Color swatches and renderings required to be submitted with application.  
if exterior signs planned Applications must be submitted to City Hall by the end of the month in order to be put on the agenda for the next month's Historic Board meeting.
- \_\_\_\_\_ Business license.  
No business may open without a business license.

Apply for a new occupational license. Applications are located at the Planning Development & Codes office. The Cost varies with the occupation.

\_\_\_\_\_ Transfer business license from prior owner to new owner - \$5.00

If purchasing an existing business and no changes expected to be made to structure or type of business

\_\_\_\_\_ Fire inspection scheduled.

Fire Marshal looks for fire extinguishers, sprinklers, access to exits, appropriate wiring and other safety issues. For specifics on requirements, call

\_\_\_\_\_ Fire inspection completed.

\_\_\_\_\_ Building inspection scheduled.

Building inspectors Look for ADA compliancy, handicapped access, code compliancy and safety. For specifics on requirements, call 386-454-1416 Ex. 230

\_\_\_\_\_ Building inspection completed

\_\_\_\_\_ Business License granted

\_\_\_\_\_ State license required.

Florida Law requires owners of new public food service establishments, and new owners of existing establishments, to obtain a License from The Florida Department of business and Professional Regulation, Division of Hotels and Restaurants before commencing operation.

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

Click on “Business” - “Business Links”- “Doing Business with the State” - “Business Licenses, Permits and Regulation” \*Restaurants

For full details, contact The Florida Department of Business and Professional Regulation - Division of Hotels and Restaurants, 1940 North Monroe Street Tallahassee, FL 32399-1011

Phone: 850.487.1395 Fax: 850.488.1514

#### HELPFUL WEBSITES:

[WWW.HIGHSPRINGS.COM](http://WWW.HIGHSPRINGS.COM)

[WWW.MYFLORIDA.COM](http://WWW.MYFLORIDA.COM)

[WWW.FLORIDASBDC.COM](http://WWW.FLORIDASBDC.COM)

[WWW.HIGHSPRINGSMAINSTREET.COM](http://WWW.HIGHSPRINGSMAINSTREET.COM)