

**THE HOW TO GUIDE FOR NEW BUSINESS
&
MINOR DEVELOPMENT APPROVAL**

Prepared by the City of Milton's
Planning & Development Services (PDS)
6738 Dixon Street, Milton, FL 32570
(850) 983-5440 FAX (850) 983-5415

BUSINESS NAME: _____

CONTACT PERSON: _____ **PHONE #** _____

1. Complete the City of Milton's Occupational Business Tax Application (attached). As noted on the occupational business tax application, PDS will enter the Land Use Classification of your proposed business location. Each commercial district, C-1, C-2, C-3 has allowable permitted uses within each district. If your business is not a permitted use, you may be able to obtain a "Special Exception" through the City of Milton's Board of Adjustments, through PDS. The Board of Adjustments meets the last Monday of each month in the Council Chambers, located at 6738 Dixon Street, Milton, FL at 5:30 p.m. To file a "Special Exception" you must provide the following information within 17 days of the scheduled meeting.
 - a. Submit completed "Special Exception" form to the Planning & Development Services and pay all fees according to current fee schedule.
 - b. PDS will provide the public hearing notices, and will send certified mail at your expense.
 - c. PDS will post a public hearing notice on your property within 15 days of scheduled public hearing.

Additionally, before an occupational business tax can be issued, a life safety inspection must be performed and approval provided by the City of Milton's Fire Chief. The Fire Chief can be reached at (850) 983-5430 if you have any questions and/or to make arrangements to allow a life safety inspection to be performed.

Date Submitted Occupational Business Tax Application: _____

Date Submitted Special Exception application (if applicable): _____

Date of submission to Fire Chief: _____

2. If applicable, parking requirements must be met in accordance with the City of Milton's Code of Ordinances. A site plan indicating how parking requirements will be met must be submitted. Parking information will be provided to you if necessary.

Date Submitted: _____

3. If your proposed business location is on a State controlled highway, you must contact the Florida Department of Transportation (FDOT). FDOT is physically located at 6025 Old Bagdad Hwy., Milton, FL 32583, and the contact number is (850) 981-3000. If you are required to obtain approval from FDOT you must provide to PDS the signed approval from FDOT.

4. If the property is located in the city's Historic District any alterations to a building or site that is listed as a contributing structure will require approval from the City's Historic Preservation Board (HPB). If you are required to submit an application one will be provided to you by PDS. Applications must be submitted eight (8) calendar days prior to the board meeting. The HPB meets the 2nd Thursday of each month in the Council Chambers, located at 6738 Dixon Street, Milton, FL at 5:30 p.m.

Date Submitted: _____

HPB Meeting Date: _____

5. Inspections are required for a Change of Occupancy just as for any other building activity even if no actual work is to be done. See the attached brochure provided by the Santa Rosa County Building Inspections Department. If you are changing occupancy you must comply with the Santa Rosa County rules and regulations. Once Santa Rosa County signs off on your permit, please return the form to the City of Milton's PDS. Once PDS receives the approved Change of Occupancy form, the form will be forwarded to the City of Milton's Fire Chief.

Date Submitted to Santa Rosa County: _____

Date Approval Received from Santa Rosa County: _____

Date Approval Form submitted to PDS: _____

6. If any construction or alteration of any sort (adding, removing, or relocating walls or partitions, closing off openings, installing new doors, installing or modifying ceilings, etc. is to be done within any existing commercial structure, 2 sets of plans must be submitted that comply with the City of Milton's Requirements for Review of Commercial Development Approval (see attached), along with a completed City of Milton Application for Development Approval (ADA) (see attached).

Any proposed addition not in compliance with the City's regulations will require completion and submission of a Variance and/or Determination of Compatibility application. These applications may be obtained from PDS, and fees will be charged according to the current fee schedule.

Date ADA submitted to PDS: _____

7. Following your Life Safety inspection and/or review the Fire Chief will provide you with a list of corrections, if any, that must be made. Once the corrections have been made, it is your responsibility to contact the Fire Chief for a final inspection.

Date of original Life Safety Inspection: _____

Date of final Life Safety Inspection: _____

The approved application is to be returned to PDS.

8. Once PDS, receives signed approval from the Fire Chief, your occupational business tax and/or development approval will be issued through the City of Milton's Finance Department.

9. To install, replace, reconstruct, expand, or to relocate any signs, you must complete the City of Milton's Sign Permit application. The proposed location will determine your allowable square footage for signs. PDS will provide you with a copy of the requirements for the district in which your proposed business will be located. Do not erect or install any signs without a permit.

Date Sign Permit submitted: _____

Date reviewed: _____

Date approved: _____

Depending upon the type of business you are opening you may be required to obtain other approvals. For your convenience the following is a list of additional contacts:

Fictitious Names:	(850) 245-6058
Santa Rosa Tax Collector's Office:	(850) 983-1800
Alcohol, Tobacco & Firearms:	(850) 494-5970
Dept of Business & Professional Regulation:	(850) 487-1395
IRS/Federal Employer Identification Number:	(800) 829-3676
State Taxes:	(800) 352-3671
Worker's Compensation:	(850) 413-1601

Valuable business information can also be located at www.FloridaTrend.com

The City wishes you great success in your endeavor and welcomes you to our community. We are here to assist you in any possible way. If you have questions, please contact the City of Milton's Planning & Development Services at (850) 983-5440.