



STARTING A NEW BUSINESS? INQUIRE BEFORE YOU SIGN!

Welcome to the South Halifax Area. The cities of Port Orange, South Daytona and Daytona Beach Shores are beautiful communities with an excellent quality of life. In an effort to help make the process of opening your business as streamlined and problem free as possible, the Chamber enlisted the experience of Realtors, attorneys and the staff of each city to develop a simple checklist. This is designed to assist you with what to expect and how to be prepared to obtain your Business Tax Receipt with as few “bumps” as possible.

PLEASE NOTE THAT WE ENCOURAGE YOU TO READ AND ACQUAINT YOURSELF WITH THIS CHECKLIST **BEFORE** YOU SIGN A LEASE OR OTHERWISE COMMIT TO A LANDLORD.

IF YOU ARE GOING TO LOCATE YOUR BUSINESS IN PORT ORANGE, SOUTH DAYTONA OR DAYTONA BEACH SHORES, CONSULT WITH THE CITY STAFF, YOUR COMMERCIAL REALTOR, LANDLORD AND BUSINESS ATTORNEY BEFORE YOU BEGIN.

This is the list of most important items which are often overlooked by prospective new businesses:

1. CHECK THE ZONING AND PERMITTED USES OF THE TENANT SPACE, BUILDING OR PROPERTY YOU ARE SEEKING TO RENT OR PURCHASE FOR YOUR BUSINESS

Are you changing the use of the premises? Is the use you are proposing a permitted use under the assigned zoning classification? Are there restrictions on the number of businesses like yours that may be located in the multi-tenant building?

2. CHECK PERMIT REQUIREMENTS

This step causes delays and issues for those who do not check to determine which permits may be necessary in order to make the place ready to open for business. Is the property in good condition? Improvements may be required before you can receive a Certificate of Occupancy or Business Tax Receipt. Are parking spaces clearly painted? Are there holes in the pavement, peeling paint or other eyesores? Is it ADA Accessible? Types of permits which may be required include, but are not limited to building permit, installation permit, painting permit, sign permit and electric permit.

3. OBTAIN YOUR BUSINESS TAX RECEIPT

City and County Business Tax Receipts are required prior to opening the business to the public.

4. MAKE SURE YOUR ARCHITECT AND CONTRACTORS ARE LICENSED

This is one of the most overlooked matters for new businesses. Do NOT use a friend, or a person who can “get it done cheap” if they are not licensed and do not comply with the codes in effect. Permits require the signature of a licensed contractor before a Certificate of Occupancy is issued, so short cutting this process will cost you in additional money, time, and aggravation.

5. INSPECTIONS MUST BE COMPLETED BEFORE YOU WILL BE ISSUED A CERTIFICATE OF OCCUPANCY TO OPEN FOR BUSINESS

6. TIME FRAMES

Manage your expectations. Getting a business up and running often takes more time than expected. If you think you can get it done in three months, allow six. When you manage your expectations, and make those expectations reasonable, you avoid stress and disappointment.

7. RESPECT THE PROCESS

Realize that the requirements, permits and the process are designed to make the city safe as well as aesthetically and practically pleasing to the entire community. Every business must follow the same building codes. This not only helps create a thriving community in which to live, work and play, but also helps maintain that vibrancy.

REMEMBER:

**EVERYONE INVOLVED IN THE PROCESS IS THERE TO WORK WITH YOU
TO HELP YOU BECOME, AND STAY SUCCESSFUL!**

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Provided as a public service by your Port Orange South Daytona Chamber of Commerce.

CONTACTS

CITY OF PORT ORANGE

Building Department
1000 City Center Circle, Port Orange
(386) 506-5600
www.port-orange.org
www.port-orange.org/267/Business-Tax

CITY OF DAYTONA BEACH SHORES

2990 S. Atlantic Avenue
Daytona Beach Shores
(386) 763-5377
www.dbshores.org

CITY OF SOUTH DAYTONA

1672 S. Ridgewood Avenue
South Daytona
(386) 322-3020
Email: Commdev@southdaytona.org
www.southdaytona.org