

BUSINESS SERVICES

COMMUNITY DEVELOPMENT

Building (Permits, Inspections, Business Tax) (727)586-7488
Code Enforcement (727)587-6799
Economic Development (727)586-7360
Annexation (727)586-7360
Engineering (727)587-6713
Housing (727)586-7489
Ask-A-Planner Desk (727)587-6749x7301

ENVIRONMENTAL SERVICES

Grease Traps (727)518-3082
Sewer Questions (727)518-3080

OTHER RESOURCES

Pinellas County Economic Development (727)464-7332	Central Pinellas Chamber of Commerce (727)584-2321
Pinellas County SCORE (727)437-0990	Small Business Development Center (workshops & seminars) (727)453-7200
Largo Recreation, Parks & Arts (727)587-6720	
Florida Department of Business and Professional Regulations (850)487-1395	
Florida Department of Economic Opportunity (850)245-7105	
Florida Department of Agriculture and Consumer Services (800)435-7352	
Florida Department of State Division of Corporations (850) 245-6000	
Download an eGuide from the State of Florida's Official Business Information Portal: www.openmyfloridabusiness.gov	

CONNECT WITH YOUR CITY



LARGO.COM/SOCIAL

PUBLIC WORKS

Trash Collection (727)587-6760
Recycling (727)586-7424
Streets & Stormwater (727)586-7344

MANAGEMENT SERVICES

Purchasing (Bids/RFPs) (727)587-6727

PUBLIC SAFETY

Fire Inspections (727)587-6714
Police Communications (727)587-6730



LARGO.COM/BUSINESS

City of Largo
201 Highland Ave
Largo, FL 33773

(727)587-6700
cityinfo@largo.com
largo.com/business

Building Division:
Mon, Tues, Thurs, Fri 8am-4pm
Wed 8am-3pm

Planner-On-Call:
Mon-Thurs
10am-2pm



LARGO ^{New} BUSINESS QUICK START GUIDE

PLAN FOR YOUR BUSINESS

Obtain personalized assistance on starting a business in Largo by contacting Largo Economic Development at (727)586-7360. Available assistance includes site selection, annexation, permit assistance, demographics and more.

Need technical or advanced assistance? Pinellas County Economic Development's Small Business Development Center offers startup workshops and one-on-one counseling on opening a new business. Call (727)453-7200 for a consulting appointment, or visit www.pced.org for free and low-cost workshop information.

CHECK BEFORE YOU LEASE OR BUY COMMERCIAL SPACE FOR YOUR BUSINESS

Contact Largo's Planner-On-Call desk to make sure your business is an allowable land use under the City's Comprehensive Development Code and the property's land use designation. Call (727)587-6749 Ext. 7301.

Contact the Building Division at (727)586-7488 to see if your business is a change of building use and to inquire about the type of permitting required before opening your business. Contact the Fire Department at (727)587-6714 to ascertain code requirements.

If you will be opening a home-based business, you may be able to obtain a Home Office of Convenience Business Tax Receipt (BTR) which requires no inspection of the residence. If you are part of a Home Owners Association or are in a rental, you will want to check with the board or ownership first if they limit client visits or work vehicles.



GREASE TRAPS

Existing or new food service businesses may need a grease trap/interceptor per the City's Grease Management Program. Contact Environmental Services at (727)518-3082 for details.



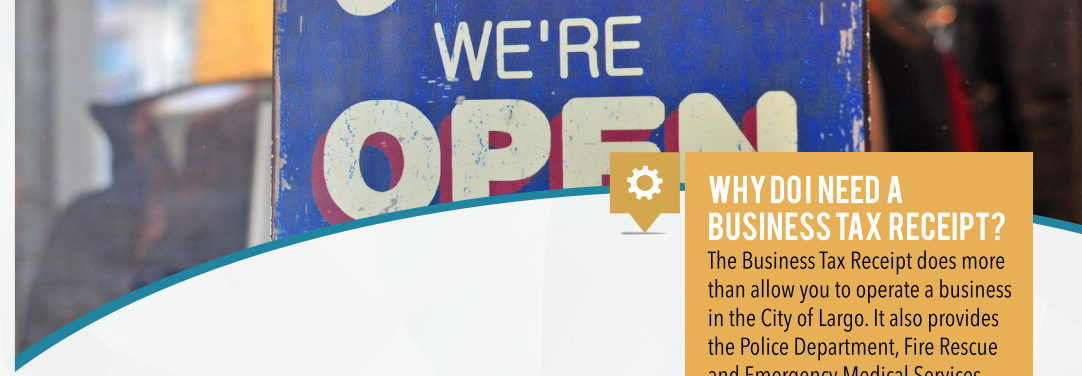
THINKING OF ADDING SQUARE FOOTAGE TO YOUR BUSINESS OR A NEW BUILDING?

The City offers two processes for adding on to your building footprint based on the square footage being added to the property. A small scale review process and a large scale development review process are offered for eligible additions and redevelopments. Complimentary assistance is provided for new development and redevelopment through the Pre-Development Review Committee Meetings held twice monthly at Largo City Hall. For more details on the process, please contact the Planner-On-Call desk at (727)587-6749 Ext. 7301.



SIGNAGE FOR NEW BUSINESSES

Visit Largo.com/signs for standards, regulations, permitting and more.



WHY DO I NEED A BUSINESS TAX RECEIPT?

The Business Tax Receipt does more than allow you to operate a business in the City of Largo. It also provides the Police Department, Fire Rescue and Emergency Medical Services critical information so they can help you better in emergency situations.



OPEN FOR BUSINESS

Register your LLC, corporate name or fictitious business name at Sunbiz.org. If you are using a DBA, you must register also. Proof of registration is needed in order to conduct business in Largo.

Apply for any needed state licenses. Some professions are required by the State of Florida to be licensed in order to do business. Please contact the appropriate state agencies for assistance.

After applying for any applicable building permits but before you move in, you will need to apply for a Certificate of Occupancy and Business Tax Receipt (BTR). The Certificate of Occupancy allows you to legally occupy the building space, and the BTR permits your business to operate on a yearly basis in Largo.

The Building Division will call you when your Certificate of Occupancy/Business Tax Receipt is ready to be issued and the customer service representative will notify you of the fees due for your BTR.



GROW YOUR BUSINESS

Contact the Planner-On-Call desk about signage, special events, and other business promotion activities at (727)587-6749 Ext. 7301.

Renew your Business Tax Receipt by September 30 every year and any other annual local or state licenses or permits on a timely basis to avoid unnecessary delay.

Get involved and get to know your fellow business owners. Network and meet other entrepreneurs through business and professional trade groups. Organizations such as the Central Pinellas Chamber of Commerce, Service Corps of Retired Executives (SCORE), and the Small Business Development Center (SBDC), can connect you with other professionals and help you with the tools you need to meet customers and get your business name out to the community. Largo Recreation, Parks and Arts also has opportunities for businesses to get involved.



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