

# Manatee County Government At Your Service



A Guide for Businesses

# Manatee County Government...

## At Your Service

The business guide is designed to provide a directory of information regarding services available with related contact information for county and state offices. The information provides answers to questions that many businesses have related to land use and development, building permits, environmental regulations, tax requirements, and regulatory and licensing requirements.

Manatee County's Economic Development Division staff stands ready to provide information and resources to the small business community. The County's professional staff is dedicated to providing excellence in customer service on a variety of subjects, including but not limited to:

- Land Use & Development
- Permitting
- Signage
- Temporary Use Permits
- Incentives
- Rapid Response Services

Our goal is to help small business owners get the information and resources they need to be successful! We want to make it easy to open, relocate, or expand by providing consistent, predictable, and friendly service.

Questions? Call 941-749-3029 or visit our website at [Manatee County Economic Development](http://www.mymanatee.org/econ_dev) [www.mymanatee.org/econ\\_dev](http://www.mymanatee.org/econ_dev)



<http://snap.vu/kv0e>

### **The Jobs Now! Team**

The mission of the [Jobs Now! Team](http://snap.vu/kv0e) (<http://snap.vu/kv0e>) is to champion Manatee County as a great place to live, work, and play by cultivating relationships, facilitating partnerships, and providing business friendly customer service.

The Team's primary goal is to present Manatee County as a thriving location for business by: 1) Assisting business expansion, 2) Retaining existing industry, and 3) Recruiting quality business to the area.

# Here's what you need to know about doing business in Manatee County.

Want to open a business or expand your existing company? Look no further, Manatee County Government can help.

## For a checklist on starting a business:

[Manatee Chamber of Commerce](#)

[www.manateechamber.com/start-your-business-in-manatee-county.aspx](http://www.manateechamber.com/start-your-business-in-manatee-county.aspx)

## Looking for a new site or building for your business?

The Bradenton Area Economic Development Corporation (EDC) can help business owners find sites that meet their needs.

[Locating Business Sites](#)

[www.thinkbradentonarea.com/Properties.aspx](http://www.thinkbradentonarea.com/Properties.aspx)

## Here is a list of Local, State and Federal programs designed to assist small businesses:

[Small Business Resources](#)

<http://snap.vu/8t0e>

## Rapid Response Permitting Services

*Who is eligible?*

- Existing local company with average annual wage at or above the current local average annual wage
- Relocating/new company with average annual wage that is 115% of the current local average annual wage
- The project must have significant capital investment and create a minimum of 5 new jobs for Manatee County
- Development located in the Florida International Gateway (Port Manatee Area), Enterprise Zones and other focus areas are also eligible.

*What is the process?*

Potential customers contact the Economic Development Program Manager prior to submittal of new development or business expansion to review project elements. A customized review team is designed to provide an expedited review. Call the Economic Development Division: 941-749-3029.

[Rapid Response Program](#)

<http://snap.vu/nt0e>

# Taxes & Fees

## Business Tax

Unincorporated Manatee County does not have a “Local Business Tax Receipt” (previously known as “Occupational License”) at this time.

## Impact Fees

- Contact Financial Management at 941-748-4501 x3966 when you are considering tenant space. Staff will estimate any impact fees that may be required for the proposed project.
- Fees for re-occupying a tenant space may be reduced or zero with credit from a prior use.
- Most construction with a net increase of enclosed floor area will require fees for the new floor area.
- Most new shell buildings have fully paid impact fees for all tenants, but older buildings may not. Contact staff for first time occupancy.

## [October 1, 2011 Manatee County Impact Fees](http://snap.vu/st0e)

<http://snap.vu/st0e>

## Facility Investment Fees

- Facility investment fees are the capital costs of the facilities necessary to distribute or collect and treat the volume of water/sewer purchased by a typical customer in each class of customer.
- Facility investment fees are paid during the building permit application process and therefore are paid to the local jurisdiction issuing the building permit.
- For more information, see Utilities section, page 10

## Business Tangible Personal Property

Tangible Personal Property is everything other than real estate used in a business. It includes furniture, fixtures, tools, machinery, signs, equipment, leasehold improvements, supplies, leased equipment or any other equipment used in a business or to earn income.

**Who must file?** Anyone in possession of assets on January 1 who has

either a proprietorship, corporation or is a self-employed agent or contractor, must file a tax return each year. Property owners who lease, loan or rent tangible personal property must also file.

**Why must I file a return?** Florida Statutes require that all tangible personal property be reported each year to the Property Appraiser’s Office. If you receive a return it is because our office has determined that you may have property to report. If you feel the form is not applicable, return it with an explanation. Either way, the form **MUST** be returned. Failure to receive a Personal Property Tax Return does not relieve you of your obligation to file.

**How can I obtain this form?** At the beginning of the year a return is mailed to Tangible Personal Property owners of record. If you do not receive one, contact the Property Appraiser’s Office. Forms are also available on their [website](http://snap.vu/fk0e) <http://snap.vu/fk0e>.

## Property Taxes

The tax year runs from January 1st to December 31st. In Florida, property taxes are paid in arrears. The tax roll is certified by the Property Appraiser in October and the Tax Collector mails the tax bills to the owner’s last address of record as it appears on the tax roll on or around November 1st. (Note: The owner of record is the owner as of January 1st of the tax year.)

Pursuant to Section 197.122 of the Florida Statutes, “all owners of property are held to know that taxes are due and payable annually and are responsible for ascertaining the amount of current and delinquent taxes...” Basically, it is the responsibility of each taxpayer to see that the taxes are paid and that a tax bill is received. The annual tax rates can be found at [www.taxcollector.com](http://www.taxcollector.com)

## Land & Site Development

### Planning and Zoning Division

We disseminate and implement the comprehensive plan, the land development regulations and provide a development process to serve the public.

### When is site and development approval required?

When proposing a new use on vacant property or redevelopment of an existing property, please contact the Reviewer on Call at 941-749-3070 regarding the site development/redevelopment application process.

## Change of Use

Before signing a lease or changing the use at a property please contact the Planning and Zoning Division Reviewer on Call at 941-749-3070 or email at [revieweroncall@mymanatee.org](mailto:revieweroncall@mymanatee.org) to make sure that the use is allowed in that zoning district.

## Parking

Parking requirements are based on the use, please contact Planning and Zoning Division Reviewer on Call at 941-749-3070 or email at [revieweroncall@mymanatee.org](mailto:revieweroncall@mymanatee.org) for help in determining parking regulations.

## Where can I find the Zoning for my property?

- Zoning can be found using our GIS mapping system at: [www.mymanatee.org/gisapps/mapviewer](http://www.mymanatee.org/gisapps/mapviewer)
- When the map loads in the box titled live maps layer visibility place a check mark in the box next to Zoning/DRI for current zoning.
- To find your future land use category place a check mark in the box next to Comprehensive Planning.
- Database can be searched using, property identification number, owner's name or property address.
- Property Identification numbers can be obtained using the following link: [www.manateepao.com](http://www.manateepao.com)
- Please contact the Reviewer on call at 941-749-3070 or email [revieweroncall@mymanatee.org](mailto:revieweroncall@mymanatee.org) for any questions you may have.

## Environmental Planning

Balancing growth and development with preservation of natural resources during the planning and development process is the main challenge for the Environmental Review Section. This is accomplished by addressing the following areas during review of a particular development project:

- Tree Preservation & Removal/Replacement
- Erosion & Sediment Control Plan
- Threatened & Endangered Species Protection
- Well Management Plans
- Hazardous Materials Assessments
- Wetland Protection
- Habitat Preservation
- Wetland Mitigation & Monitoring.

Contact Environmental Planning: (941) 748-4501 x6207

### **Where do I obtain a license for Mobile Food Vending?**

Mobile Food Dispensing Vehicles or Hot Dog Carts require licensure by Florida Department of Business and Professional Regulations, Division of Hotels and Restaurants.

[Contact Florida Department of Business and Professional Regulations](http://snap.vu/vv0e)

<http://snap.vu/vv0e>

Call Customer Contact Center at (850) 487-1395

Choose: Apply for license > Hotels and Restaurants > Mobile Food Dispensing Vehicle or Hot Dog Cart

Manatee County only has jurisdiction over the unincorporated area of the county and does not issue vending permits or licenses however; we do require the following regulations be adhered to:

- Food Vendor must be located on active commercial property with the approval of the property owner; cannot block any drive aisles or parking spaces.
- Food Vendor cannot be located in the County Right-of-Way.
- Food Vendor cannot provide seating (the food is only to be dispensed from the mobile cart/vehicle).
- Note: Permanent power supply will reclassify use from Mobile Food Dispensing to Restaurant and will require Final Site Plan approval.

### **Where do I apply for a Retail Alcoholic Beverage License?**

Manatee County is only a signatory agent for retail alcohol beverage licenses; to apply for the license you must contact the Florida Department of Business and Professional Regulation <https://www.myfloridalicense.com>. We will review the state license for zoning compliance; the review fee is \$50.00

### **What do I need to do to open a child care facility?**

In addition to state licensure from [myflfamilies.com](http://myflfamilies.com), you will need to contact the Reviewer on all at 941-749-3070 or email [revieweroncall@mymanatee.org](mailto:revieweroncall@mymanatee.org) regarding county regulations and site plan approval.

### **Who regulates water wells?**

A water well that serves a business or commercial establishment, it is considered a Public Water System.

Public Water Systems are regulated by either the Florida Department of Environmental Protection (FDEP) under the Safe Drinking Water Act, or the Florida Department of Health (FDOH) under 381.0062 of the Florida Statutes and Chapter 64E-8 of the Florida Administrative Code.

Contact Florida Department of Health in Manatee County 748-0747 ext. 1415

### **Signs and Banners**

**When can banners be used?** Banners are considered Temporary Restricted Signs and must obtain a permit from the Permitting Division, please call 941-748-4501 ext. 3876

**What do I need for a sign?** Signs are regulated by the Manatee County Land Development Code Chapter 7, Section 724, for questions please call 941-748-4501 ext. 3876.

### **Fences**

#### **Placement**

Please contact the Reviewer on Call at 941-749-3070 regarding Land Development Code regulations regarding fence placement.

### **Permits**

Permits must be obtained for all fences both residential and commercial, please contact the Permitting Division at 941-748-4501 ext. 3800 for permit application and fees.

## Temporary Uses

### When do I need a Temporary Use Permit?

According to Chapter 7, Section 705 of the Manatee County Land Development Code, Temporary Use permits are required for the following:

- Temporary Farmers Market
- Manufactured Home occupancy while home under construction
- Model Homes
- Temporary Real Estate Offices
- Construction Projects
- Promotional Activities
- Temporary Recreational Facilities
- Christmas Tree Sales
- Temporary Dwelling (when destroyed by disaster or fire where residence is made inhabitable or unsafe Single Family detached or attached).

Contact the Reviewer on Call at 941-749-3070 regarding Land Development Code (LDC) regulations.

Contact Permitting at 748-4501 ext. 3800 regarding permit application and fees.

## Fire Protection System Permits

All commercial permitting requires Fire District approval. For more information on Fire Districts: <http://snap.vu/xv0e>

## Building Permits

A permit is required for construction or work on a building, or to any of its systems. This includes work to construct, enlarge, repair, move, demolish, or change the occupancy of a building. It also includes work to erect, install, enlarge, alter, repair, remove, convert, or replace impact-resistant coverings, electrical, gas, mechanical or plumbing systems. Call (941) 748-4501 x3800 for information. For current violations, liens, zoning verifications contact out Code Enforcement division at (941) 748-2071.

## Do I need to hire a licensed contractor?

Yes, all commercial property in Manatee County requires Florida Licensed Contractors, this is a requirement by the State of Florida (FSS, Chapter 489) and Manatee County Ordinance 96-05.  
[www.myfloridalicense.com](http://www.myfloridalicense.com) Contact Building and Development Services (941) 748-4501 x3800.

## Utilities

**What do Utility fees consist of?** Utility fees consist of Water Facility Investment Fees, Sewer Facility Investment Fees, Fire Facility Investment Fees, Connection Fees, Line Fees, Line Extension Fees and Direct Connect Fees (Residential Projects Only).

**How are utility fees calculated?** Utility fees are calculated by size of the meter(s) that will be required.

**How is meter size determined?** Meter size is determined by a combination of factors such as: what your plans call for; the size of the building, the number of fixtures, the number of units, etc. The information is sent to Utilities by Public Works when they complete the necessary calculations.

### [Facility Investment Fee Schedule](http://snap.vu/4t0e)

<http://snap.vu/4t0e>

**When are Utility Fees due?** Utility fees are due before permits are issued.

For complete information, please review [The Commercial Guide to Solid Waste and Recycling](http://snap.vu/1v0e) <http://snap.vu/1v0e>

### Commercial Account Requirements

Commercial deposits are determined by meter size and number of units. To determine the meter size and deposit amount, please call Manatee County Utilities Customer Service at (941) 792-8811, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m., with the exception of holidays.

In order to establish a commercial account, Manatee County Utilities Customer Service requires the following documentation:

- Articles of Incorporation and Tax ID number (if incorporated)

- Driver's license
- Last 4 digits of the Social Security number of the owner (if not incorporated), or business license

For more information, contact Manatee County Utilities Department Customer Service at (941) 792-8811

### Garbage/Recycling Service

There are three types of waste service available to commercial customers:

- 32 gallon cans
- Commercial waste dumpsters
- Food service commercial waste dumpsters

For more information, contact Manatee County Utilities Department Customer Service at (941) 792-8811. Manatee County Recycling Program [www.mymanatee.org/recycling](http://www.mymanatee.org/recycling)

### Commercial Recycling

In Manatee County, commercial recycling is an open market. This means that businesses may choose their recycling vendor and services, and are not mandated to have a specific service or company. Commercial recycling comes with a fee, but if done efficiently it can save the business money. By diverting recycling commodities from the waste stream, the garbage bill may be significantly reduced. For more information, contact Manatee County Utilities Department Customer Service at (941) 792-8811.

<a href="http://snap.vu/7v0e">Accounts FAQs</a> http://snap.vu/7v0e	<a href="http://snap.vu/dv0e">General Garbage FAQs</a> http://snap.vu/dv0e	<a href="http://snap.vu/fv0e">Household Garbage FAQs</a> http://snap.vu/fv0e
<a href="http://snap.vu/tv0e">Recycling FAQs</a> http://snap.vu/tv0e	<a href="http://snap.vu/mv0e">Yard Waste FAQs</a> http://snap.vu/mv0e	<a href="http://snap.vu/wv0e">Special Waste FAQs</a> http://snap.vu/wv0e

### Industrial Pre Treatment Program

The Utilities Department/Industrial Compliance Section is responsible for administering regulations affecting commercial establishments discharging wastewater into Manatee County's Sanitary Sewer Collection System. Regulations are designed to prevent businesses from discharging substances that can degrade the publicly owned treatment works (POTW), harm workers, or negatively impact the environment. Any busi-

ness that is designated as a Significant Industrial User must complete an Industrial User Discharge Permit Application.

## Public Works

### Transportation Planning

**Right of Way Use Permits** <http://snap.vu/ju6e>

**Road Closures** <http://snap.vu/yu6e>

## Vendor Registration

**Manatee County invites businesses to register with Manatee County.**

By providing this information, Manatee County will enhance its purchasing efforts in locating sources for our communities' needs. Vendors may choose to register themselves under single or multiple product and or service categories. This is a dynamic tool which allows businesses to directly update their information.

[Vendor Registration Form](http://snap.vu/nv0e) <http://snap.vu/nv0e>

[Current Vendor Log In](http://snap.vu/sv0e) <http://snap.vu/sv0e>

[Local Preference and Local Business Ordinance PDF](http://snap.vu/4v0e) <http://snap.vu/4v0e>

[Affidavit for Local Preference PDF](http://snap.vu/rv0e) <http://snap.vu/rv0e>

## Business Recovery Directory

Manatee County Government has launched a new online tool that could help local businesses leverage resources and pull through a catastrophe.

Manatee County business owners may now sign up for the Business Recovery Directory, a free emergency information exchange network. Manatee County Economic Development Program Manager Karen Stewart said the information businesses provide will help emergency managers in the event of an emergency.

By signing up for the Business Recovery Directory, businesses can have

their products or services considered for purchase during recovery operations, thus keeping federal recovery dollars local.

The directory will be used for all local disasters – not just hurricanes. To sign up, go to the [Business Recovery Directory](http://snap.vu/5v0e) (<http://snap.vu/5v0e>) page.

**You have a disaster plan for your family.  
Shouldn't you have one for your business?**

Sign up for the Manatee County  
Business Recovery Directory

**Business Recovery Directory**  
<http://snap.vu/5v0e>

**Why you should register your business**

- 1** Enable Emergency Managers to assess the damage to the business community
- 2** Establish an emergency information exchange network
- 3** Identify products and services to purchase
- 4** Identify resources your business may have to be considered in recovery operations

Questions? Contact Karen Stewart, Economic Development Program Manager  
941.749.3029 x6632 | [karen.stewart@mymanatee.org](mailto:karen.stewart@mymanatee.org)

## Manatee County Area Transit

### Public Transportation Services

Manatee County Area Transit (MCAT) is a Division of the Manatee County Public Works Department. The transit service consists of 11 bus routes and two trolley routes. All bus and trolley routes operate Monday through Saturday. Sunday service is offered on two trolley routes, operating along the barrier islands, along with Beach Express, a mainland connector operating along State Road 64/Manatee Avenue on Sundays 9 AM - 5 PM. Some quick facts about the service:

- Number of routes – 13 + 2 trolley route
- Service Hours – Mon. - Fri. 6 AM - 8 PM; Trolley Mon. - Sun. 6 AM - 10:30 PM
- Fares and passes – MCAT offers a \$1.50 full cash fare and a variety of unlimited ride bus passes including daily, 7-day, and 31-day passes.
- Discount fares – Discounted fares are available for students, active military and veterans, Medicare card holders, seniors, and persons with disabilities.

- Bulk Sales – All unlimited ride bus passes can be purchased in bulk and discounts are available for nonprofit social service agencies.

## Passenger Amenities

At minimum, Manatee County strives to provide a concrete passenger boarding pad, passenger bench and trash receptacle at each bus stop location. Passenger shelters are sited based according to ridership volume, the scale of nearby commercial and residential development, and to facilitate connectivity at stops serving multiple bus routes. Each shelter location includes a bike rack, solar lighting, and system map and route schedule for each route serving the stop location.

Printed route schedules and quick response (QR) codes are provided at each bus stop, to facilitate passenger travel. A unique bus stop identification number and the route number for every route serving a bus stop is also provided to better serve passengers.

How is the transit system “branded” in a unique manner to reflect a sense of travel and place in the community?

Each passenger bench and trash receptacle is “branded” to reflect the direction of travel; the turquoise color tint is for directional travels north and east, while the rust red color is for directional travels south and west. Each regular bus and passenger shelter is also “branded” with turquoise and sunburst coloring.

## Transit Services for Persons with Disabilities

Each regular bus and trolley vehicle is wheelchair accessible using a wheelchair ramp or lift. Presently, MCAT bus stops are undergoing upgrades to provide a compliant Americans with Disabilities Act (ADA) boarding pad and sidewalk connectivity to better serve persons with disabilities. Handy Bus (paratransit) service is provided by appointment only for those persons who qualify due to disability.

For more information about MCAT bus service, maps, fares, and schedules, visit the MCAT website, [www.mymanatee.org/mcat](http://www.mymanatee.org/mcat) or call (941) 749-7116.

# Manatee County Contacts

## Manatee County Government

Post Office Box 1000  
Bradenton, Florida 34206  
(941) 748-4501

## Building/Inspections/Plans Inspection/Permitting

(941) 748-4501 x3800

## Code Enforcement

(941) 748-2071

## Economic Development Program Contact Information

1112 Manatee Avenue West  
Bradenton, Florida 34205  
(941) 749-3029 x6832  
[www.mymanatee.org/econ\\_dev](http://www.mymanatee.org/econ_dev)

## Environmental Management Services

(941) 748-4501 x6206

## Floodplain Management

(941) 748-4501 x3800

## Land Development Services/Zoning

(941) 749-3070

## Property Appraiser

915 4th Ave W. Bradenton, FL  
Phone: (941) 748-8208  
Fax: (941) 742-5664  
[manateepao@mymanatee.org](mailto:manateepao@mymanatee.org)

## Public Works

(941) 708-7450

## **Tax Collector**

819 301 Blvd West

Bradenton, FL 34205

Phone: (941) 741-4800

Hours: 8 a.m. – 5 p.m.

## **State of Florida Contacts**

### **Division of Environmental Health Service: Child Care Facility**

Mike Carroll, Regional Director

9393 North Florida Avenue

Tampa Florida 33612

Phone: (813) 558-5500

<http://myflfamilies.com/service-programs/child-care>

### **Department of Business and Professional Regulations**

Phone: 850-487-1395

Hours: 8 a.m. – 6 p.m. Monday – Friday

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

### **Department of Agriculture and Consumer Services**

Phone: 1-800-435-7352

Hours: 8 a.m. – 5 p.m. Monday – Friday

[www.800helpfla.com](http://www.800helpfla.com)