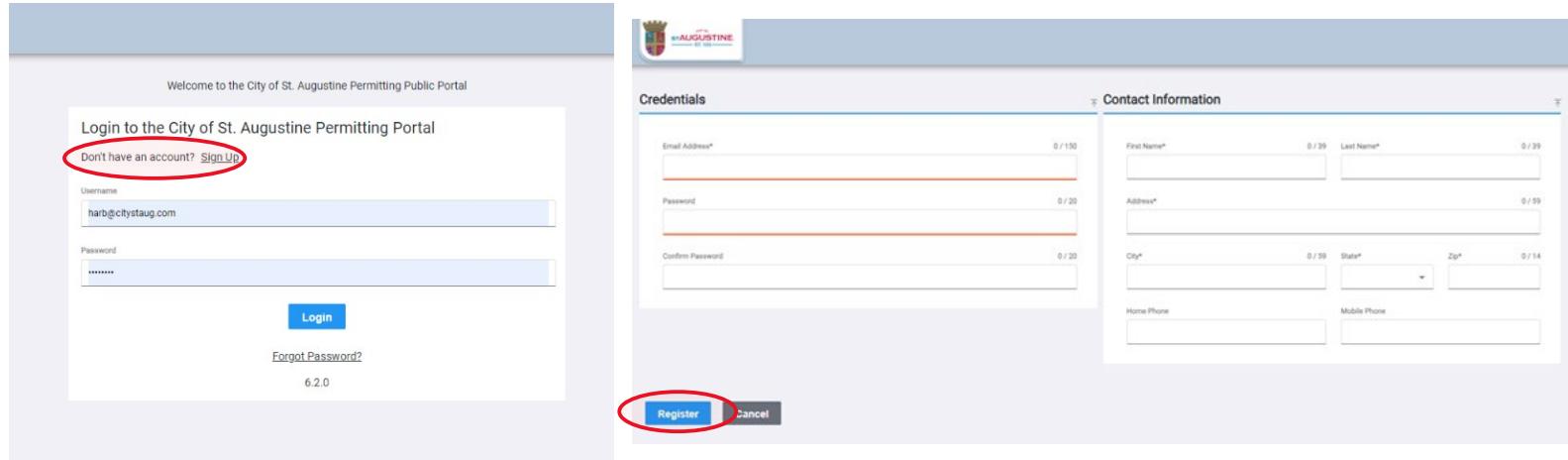


Submitting a Business License Application through the Public Portal: A Step-by-Step Guide

Portal accessed at <https://gis.citystaug.com/COSAPermits/login>

Step 1: If new, sign up and create an account, or log into an existing account.



Welcome to the City of St. Augustine Permitting Public Portal

Login to the City of St. Augustine Permitting Portal

Don't have an account? [Sign Up](#)

Username: harb@citystaug.com

Password:

[Login](#)

[Forgot Password?](#)

6.2.0

Credentials

Email Address* 0 / 150

Password 0 / 20

Confirm Password 0 / 20

Contact Information

First Name* 0 / 39 Last Name* 0 / 39

Address* 0 / 199

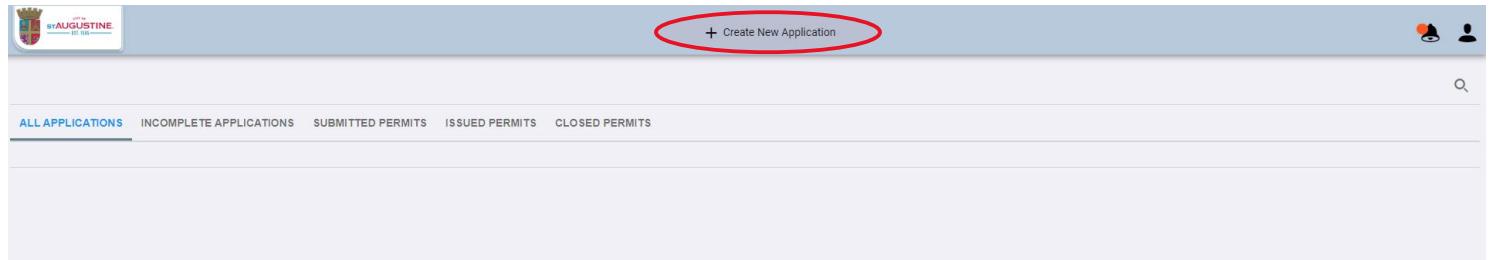
City* 0 / 59 State* Zip* 0 / 14

Home Phone Mobile Phone

[Register](#) [Cancel](#)

You will receive an email confirmation to activate your new account.

Step 2: Create a new application.

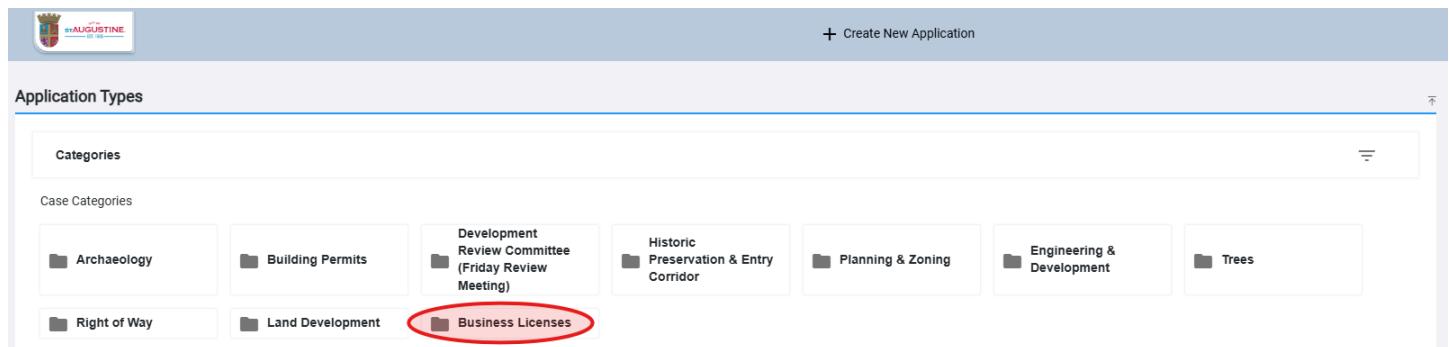


City of St. Augustine

+ Create New Application

ALL APPLICATIONS INCOMPLETE APPLICATIONS SUBMITTED PERMITS ISSUED PERMITS CLOSED PERMITS

Select Business Licenses



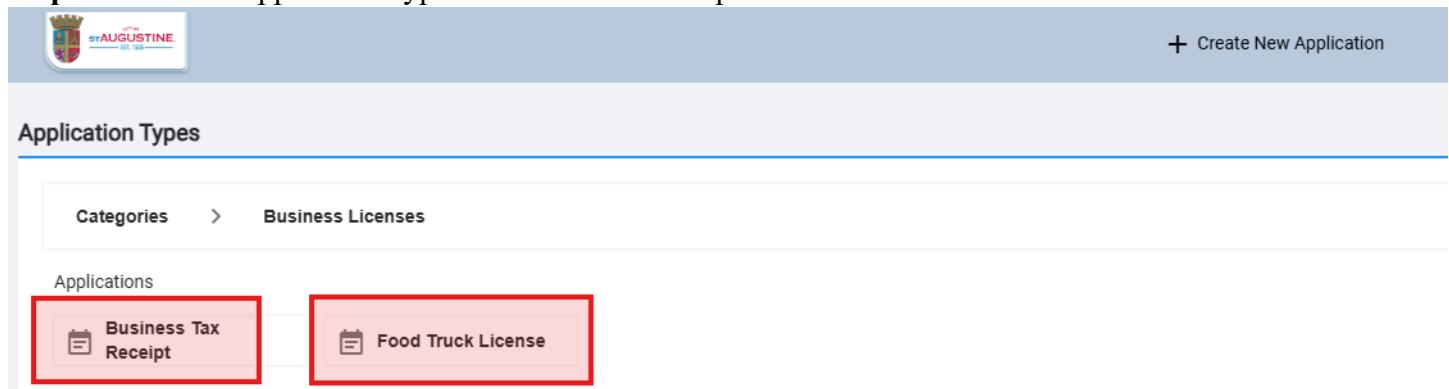
Application Types

Categories

Case Categories

Archaeology Building Permits Development Review Committee (Friday Review Meeting) Historic Preservation & Entry Corridor Planning & Zoning Engineering & Development Trees Right of Way Land Development Business Licenses

Step 3: Select the application type: Business Tax Receipt or Food Truck License



The screenshot shows the 'Application Types' section of a web application. At the top, there is a logo for 'St. AUGUSTINE' and a 'Create New Application' button. Below the logo, the text 'Categories > Business Licenses' is displayed. Under the heading 'Applications', there are two buttons: 'Business Tax Receipt' and 'Food Truck License'. The 'Business Tax Receipt' button is highlighted with a red box.

Please read the pop-up which provides information about the application status.

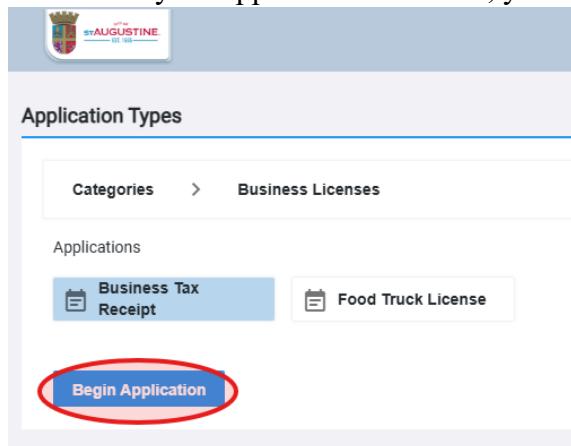
Application Info

Please check the portal for updates regarding the application status.

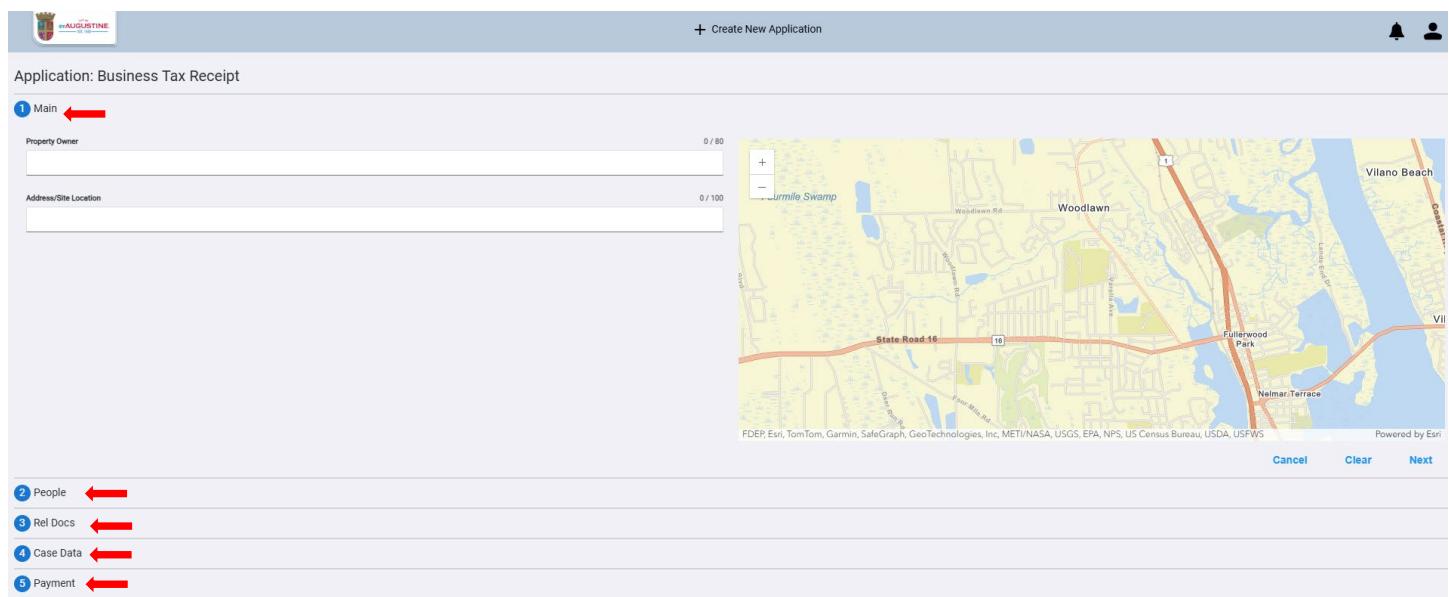
[Close](#)

Select “Close” on the bottom right and then select “Begin Application”.

Note: once your application is started, you can save your progress!



The screenshot shows the 'Application Types' section of a web application. The 'Business Tax Receipt' button is highlighted with a blue box. Below the buttons, there is a large blue button labeled 'Begin Application' with a red oval around it.



The screenshot shows the 'Application: Business Tax Receipt' form. On the left, there are several input fields: 'Main' (highlighted with a red arrow), 'Property Owner', 'Address/Site Location', and 'People'. On the right, there is a map of the area with labels for 'Jumile Swamp', 'Woodlawn', 'State Road 16', 'Fullerwood Park', and 'Neimar Terrace'. At the bottom, there are buttons for 'Cancel', 'Clear', and 'Next'. Red arrows also point to the 'People', 'Rel Docs', 'Case Data', and 'Payment' fields on the left.

Step 4: Fill in application and attach required documents (PDF format files only)

2 People

more...	Use My Info	more...	Use My Info
Roles BTR_BUS : Business Owner For BTR	Roles BTR_PROP : Property Owner For BTR		
Name	Name	0 / 60	0 / 60
Address	Address	0 / 60	0 / 60
City	City	0 / 60	0 / 2
Zip	Zip	0 / 15	0 / 15
Home Phone	Home Phone		
Cell Phone	Cell Phone		
Email	Email	0 / 256	0 / 256
Comment	Comment	0 / 2000	0 / 2000

- Do not change the roles, the business owner and property owner is required information for licensing.

3 Rel Docs

Required	
<input checked="" type="checkbox"/> Copy of Driver's License	
<input checked="" type="checkbox"/> SunBiz Report	
Drop Here	
No attachments.	
<input type="button" value="e"/>	

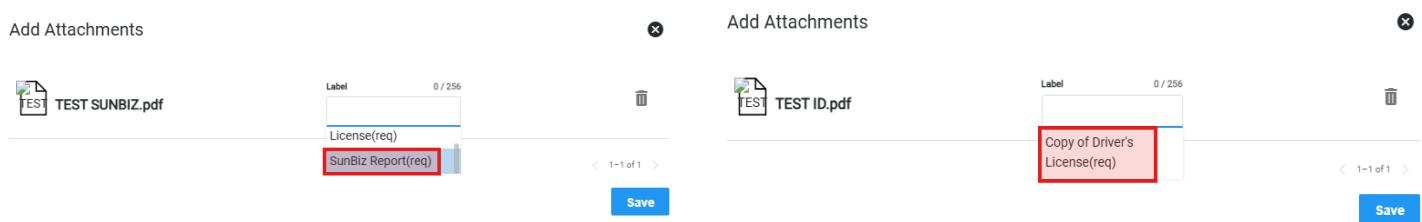
- The business owner Driver's License (ID) AND Sunbiz are required to be attached.
 - Please note these must be in PDF format.
 - The Sunbiz information can be found by searching records here: <https://dos.fl.gov/sunbiz/search/>
 - Sunbiz registration must be complete prior to applying, the name registered must reflect the name on the signage for the business. If the LLC is under a different name please apply for a fictitious name to do business as the proposed name.

Please note: A state-licensed professional will need to provide a copy of their current State of Florida license prior to a City Local Business Tax Receipt issuance. Some professional offices will require two receipts. i.e.,

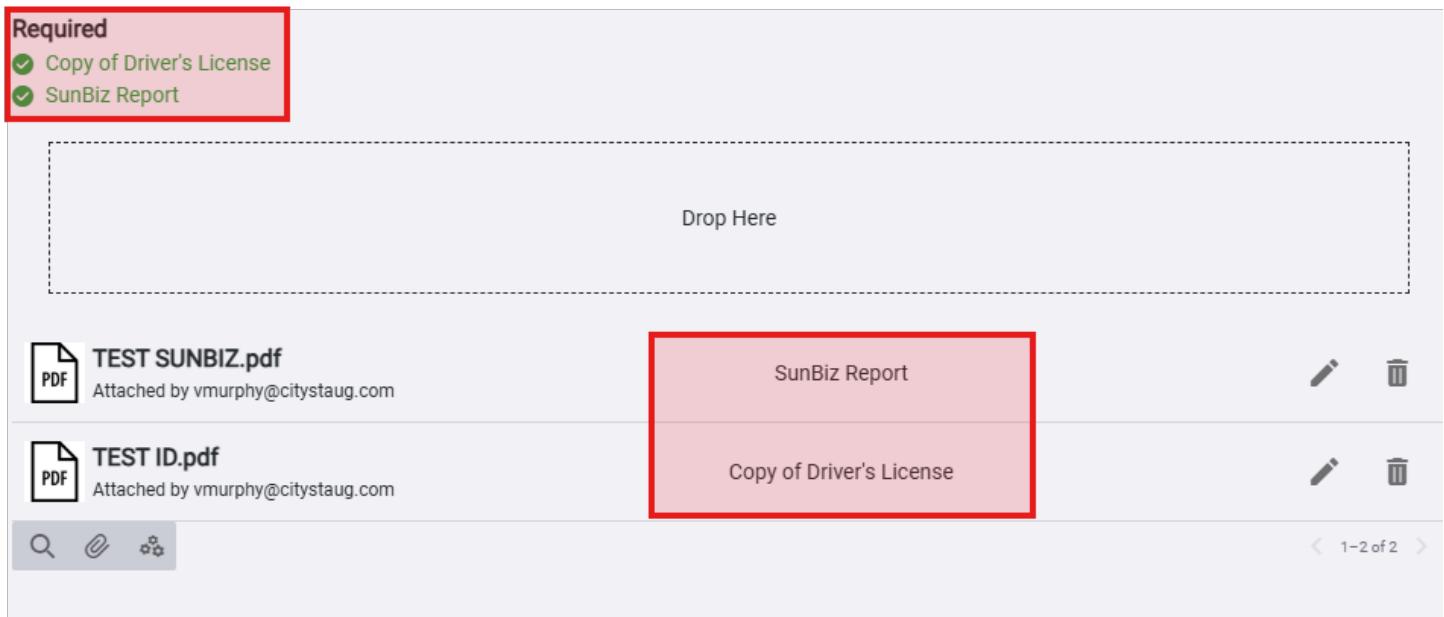
- Attorney's Office
- Beauty Salon/Cosmetologist
- Physician's Office

Drag and drop the files or select the paper clip to attach.

You must select the required labels in order to move forward with the application:



The attached documents should appear as follows:



NOTE: Food trucks must submit the Mobile Food Vendor Application as an attachment. This application can be accessed [here](#).

- When attaching professional licensing you will not need to select a label.

Step 5: Fill out the required Case Date fields



Note: Please scroll down through all the different fields and fill out both required and applicable.

Step 6: Select Submit on the payment screen

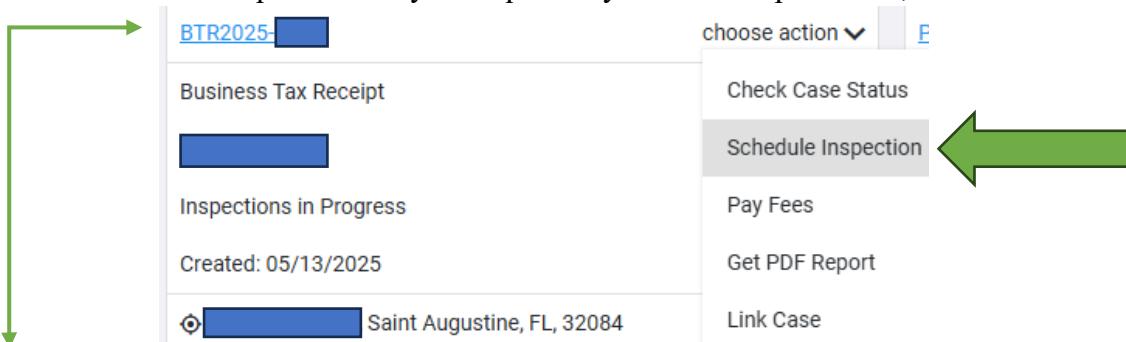
The screenshot shows a payment screen with the following sections:

- Deposits:** A table with columns: Deposit, Amount, Amount Paid, and Amount Due. It shows 1 record with a total of \$0.00.
- Fees:** A table with columns: Fee, Waived, Amount, Amount Paid, and Amount Due. It shows 1 record with a total of \$0.00.
- Payment Amount:** An input field containing \$0.00.
- Accept payment terms and conditions:** A checkbox labeled "Accept payment terms and conditions".
- Xpress Bill Pay:** A link labeled "Xpress Bill Pay".
- Pay Now:** A blue button labeled "Pay Now".
- Buttons:** A row of buttons at the bottom: "Cancel", "Previous", and "Submit". The "Submit" button is highlighted with a red arrow.

- Payment will be requested once all departments have reviewed and approved the application.

Step 7: How to check status on a business license

- Sign in to the portal and look under “All Applications” or “Submitted Permits” for the specific license application.
- Selecting “Choose Action” then “Schedule Inspection” will show the current required inspections.
 - Note: More inspections may be required by different departments, check back for updates.



- Click the blue BTR case number.
 - Scroll down to the workflow to see where the application is during the review. The result section will provide the status while the comment section will include both informational and required comments for the sign off on the application.

Workflow

Description	Result	Target End	Completed	Milestone	Comments
Intake Review	Application Complete	05/13/2025	05/16/2025	1	
Building Review		05/16/2025		2	
Fire Review		05/16/2025		2	
Engineering Review	Failed w/ Comments	05/16/2025	05/28/2025	2	
Engineering Review		05/28/2025		2	

Workflow

Description	Result	Target End	Completed	Milestone
Utility Availability Review	Approved w/ Comments	05/16/2025	05/19/2025	2
Environmental Review	Approved	05/16/2025	05/20/2025	2
Solid Waste Review	Site Visit Required	05/16/2025	05/19/2025	2
Solid Waste Site Visit				2
Final Approval				3

Workflow

Description	Result	Target End	Completed	Milestone	Comments
Apply Fees				4	
Issue Business Tax Receipt				5	

Make sure to select the drop-down arrow next to the comment bubble to view the comments.

Please contact businesslicense@citystaug.com with any questions, portal issues or feedback.

Visit our business license webpage to access additional forms, ordinances and information.

Paper applications are no longer accepted as of May 12th, 2025.