

## 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.**

The left screenshot shows the login page with the text "Welcome to the City of St. Augustine Permitting Public Portal" and "Login to the City of St. Augustine Permitting Portal". Below this, there is a link "Don't have an account? Sign Up" circled in red. The login form includes fields for "Username" (with the example "harb@citystaug.com") and "Password", a "Login" button, and a "Forgot Password?" link. The version number "6.2.0" is at the bottom.

The right screenshot shows the registration form. It has two main sections: "Credentials" and "Contact Information". The "Credentials" section includes fields for "Email Address\*", "Password", and "Confirm Password", each with a character count. The "Contact Information" section includes fields for "First Name\*", "Last Name\*", "Address\*", "City\*", "State\*", "Zip\*", "Home Phone", and "Mobile Phone", each with a character count. At the bottom, there are "Register" and "Cancel" buttons, with the "Register" button circled in red.

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

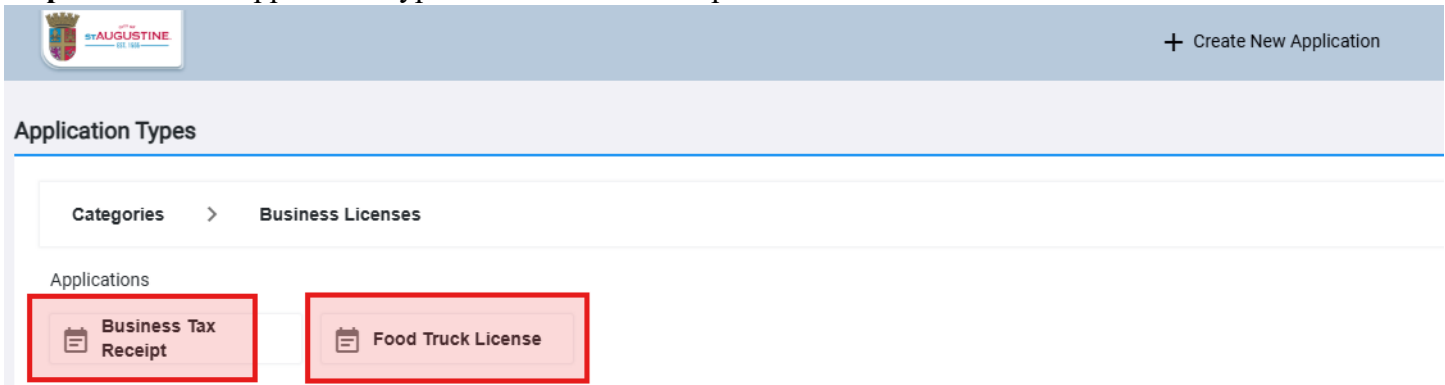
**Step 2: Create a new application.**

This screenshot shows the dashboard of the City of St. Augustine Permitting Public Portal. At the top, there is a header with the city logo and a "+ Create New Application" button circled in red. Below the header, there is a navigation bar with tabs: "ALL APPLICATIONS", "INCOMPLETE APPLICATIONS", "SUBMITTED PERMITS", "ISSUED PERMITS", and "CLOSED PERMITS". The "ALL APPLICATIONS" tab is selected. The main content area is currently empty.

Select Business Licenses

This screenshot shows the "Application Types" page of the City of St. Augustine Permitting Public Portal. At the top, there is a header with the city logo and a "+ Create New Application" button. Below the header, there is a section titled "Application Types" with a search bar. Underneath, there is a "Case Categories" section with several category tiles: "Archaeology", "Building Permits", "Development Review Committee (Friday Review Meeting)", "Historic Preservation & Entry Corridor", "Planning & Zoning", "Engineering & Development", "Trees", "Right of Way", "Land Development", and "Business Licenses". The "Business Licenses" tile is circled in red.

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



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

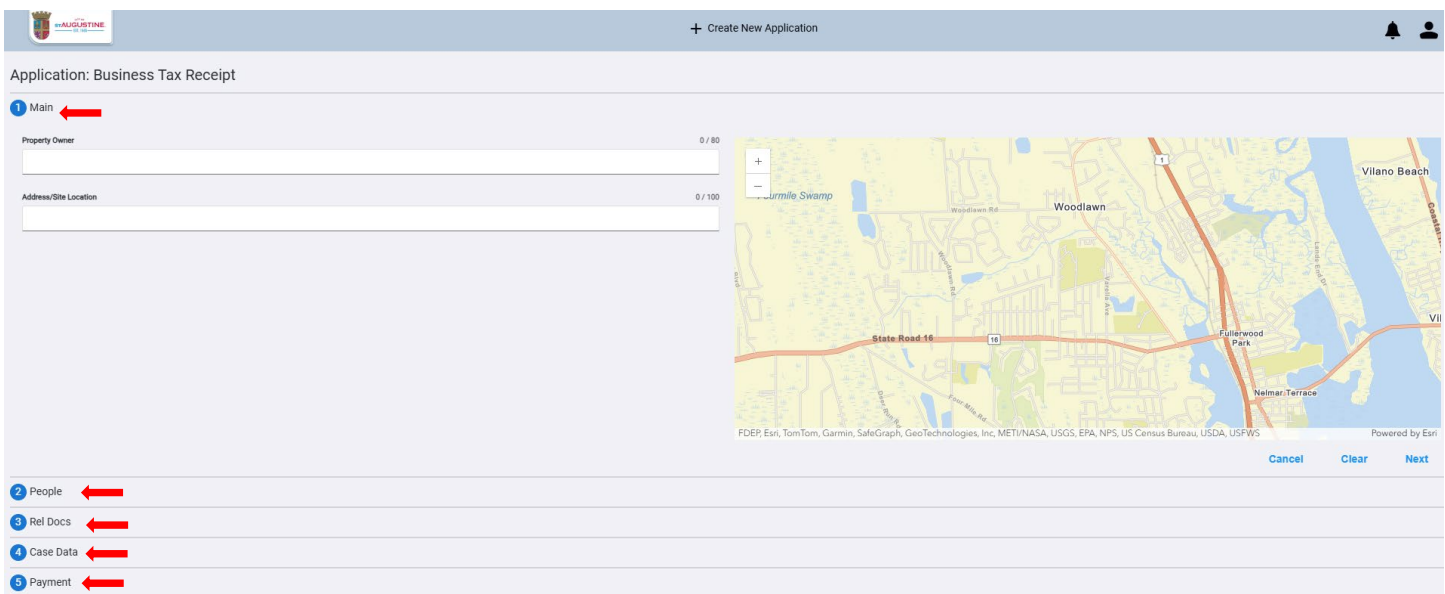
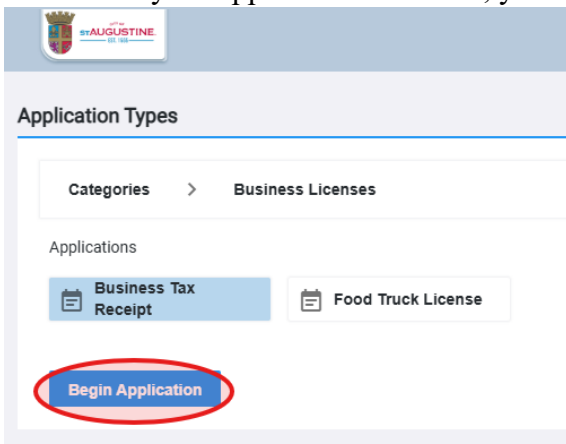
#### Application Info

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!



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

The screenshot shows the 'People' section of an application form. It is divided into two columns for 'BTR\_BUS : Business Owner For BTR' and 'BTR\_PROP : Property Owner For BTR'. Each column has a 'more...' button and a 'Use My Info' button. The roles are highlighted with red circles. Below the role dropdowns are input fields for Name, Address, City, State, Zip, Home Phone, Cell Phone, Email, and Comment. Each field has a character count (e.g., 0 / 60 for Name).

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

The screenshot shows the 'Rel Docs' section of the application form. It has a 'Required' section with a red box containing 'Copy of Driver's License' and 'SunBiz Report'. Below this is a large dashed box labeled 'Drop Here' for attachments. At the bottom, it says 'No attachments.' and has a paper clip icon.

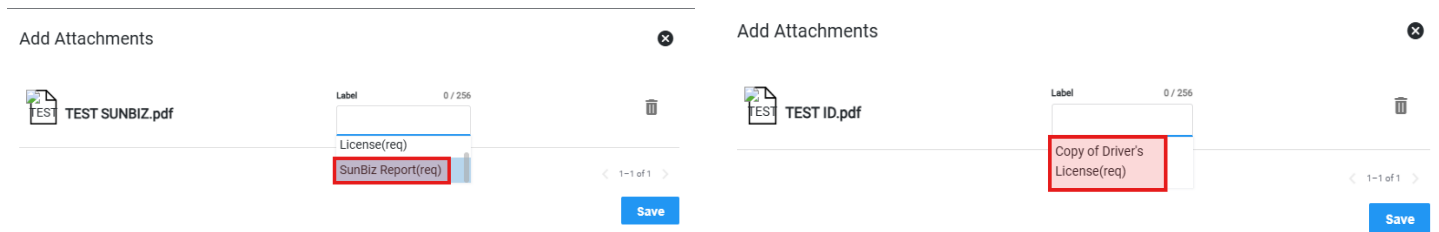
- The business owner Driver's License (ID) AND Sunbiz are required to be attached.
  - Please note these must be in PDF format.
  - The Sunbiz information can be found by searching records here: <https://dos.fl.gov/sunbiz/search/>
    - Sunbiz registration must be complete prior to applying, the name 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.,

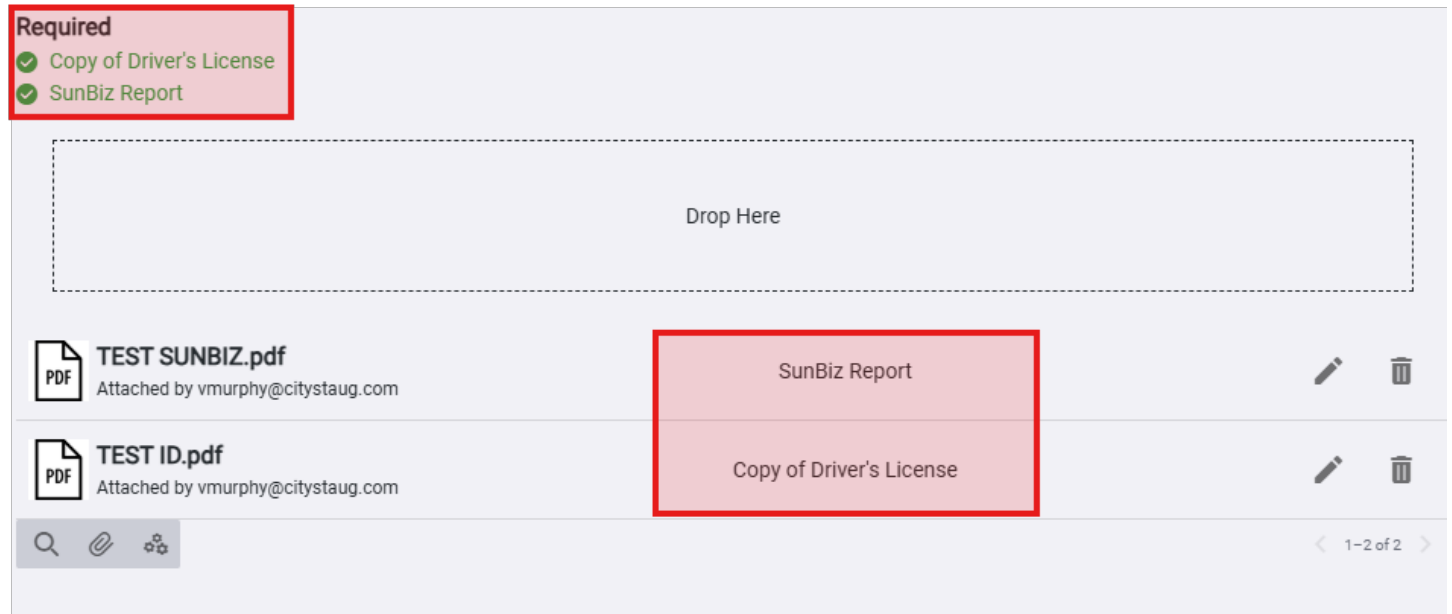
- Attorney's Office
- Beauty Salon/Cosmetologist
- Physician's Office

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:



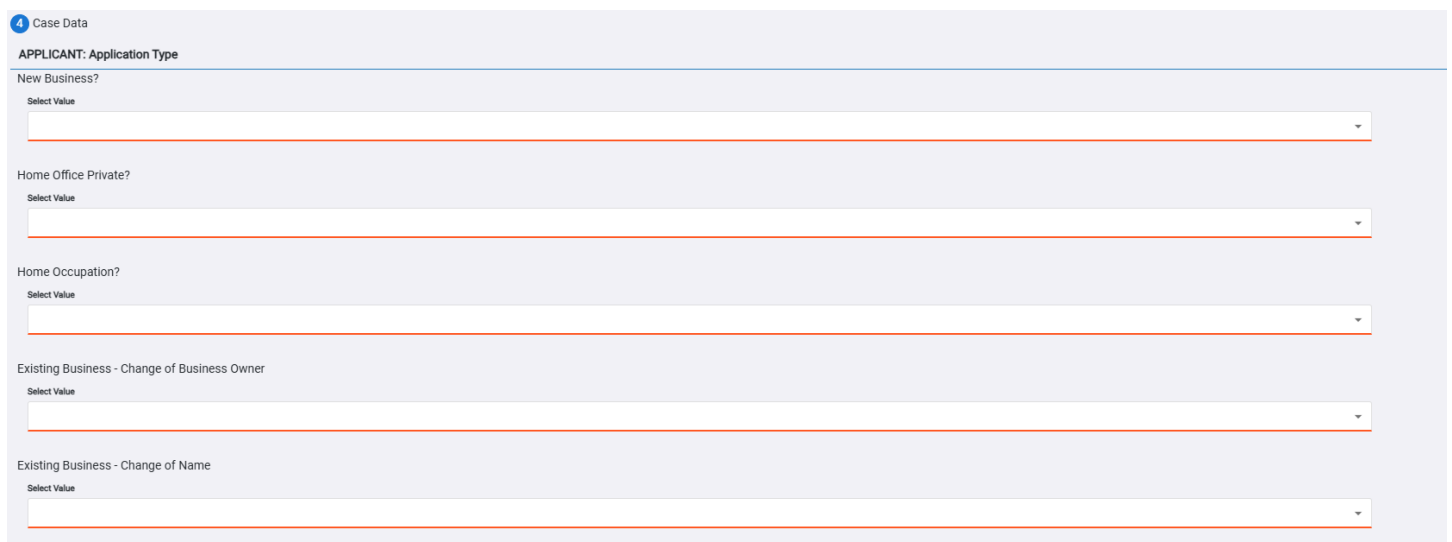
The attached documents should appear as follows:



**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

Deposits

Deposit	Amount	Amount Paid	Amount Due
No records found			
Total:	\$0.00	\$0.00	\$0.00

Fees

Fee	Waived	Amount	Amount Paid	Amount Due
No records found				
Total:		\$0.00	\$0.00	\$0.00

Payment Amount

\$0.00

☐ [Accept payment terms and conditions](#)

Xpress Bill Pay

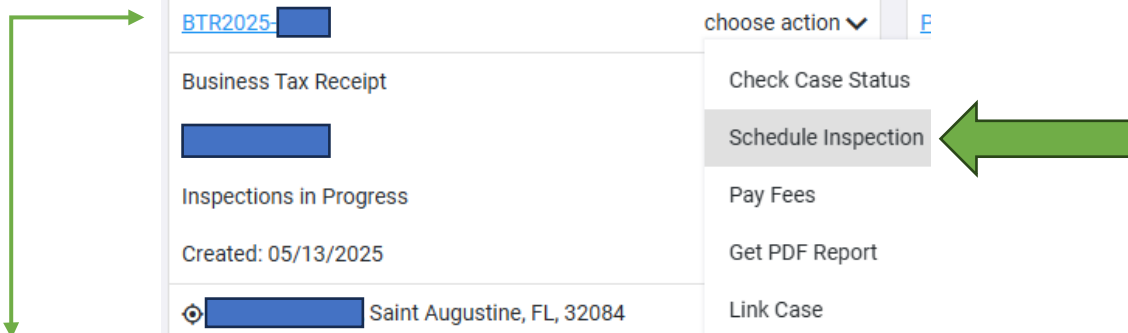
Pay Now

Cancel Previous **Submit**

- 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	

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**Workflow**

Description	Result	Target End	Completed	Milestone	Comments
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	

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**Workflow**

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

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

Please contact [businesslicense@citystaug.com](mailto: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 12<sup>th</sup>, 2025.