



City of DeBary

Business Guide





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CONNECT WITH US



Instagram: @CityofDeBary

Facebook: <https://www.facebook.com/cityofdebarry>

LinkedIn: <https://www.linkedin.com/company/debary-city-of/>

Sign up for our **email newsletters** at <https://debary.org/newsletter/subscriptions> and scroll down to DeBuzz (community news) and DeBary Business Beat (business newsletter) to join our mailing list.

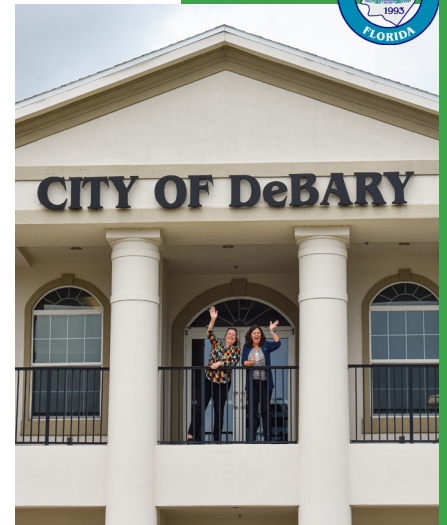
INTRODUCTION

Congratulations on your DeBary business! This is your guide to growing your new business here in our City. This guide will help provide information on the actions needed to begin a business within our City. From choosing the right location and Business Tax Receipts, to resources and small-business assistant programs, this booklet will provide you with the best information to help your new business succeed!

CITY BUSINESS SUPPORT/RESOURCES

DeBary is business and family friendly. If your business is planning to expand or to relocate, DeBary offers a prime opportunity for future growth and success. The City emphasizes the importance of residents shopping and dining local while offering other resources to support businesses within our City.

- **DeBARY BUSINESS BEAT** - The City sends out a monthly e-newsletter to all businesses within the City. These newsletters highlight new businesses, ribbon cutting events, and free resources for business growth. When a business pays for their Business Tax Receipt, the email used on the application is automatically added to our emailing list. If you would like to subscribe for the business newsletter, follow the link: <https://debary.org/newsletter/subscriptions>
- **COMPLIMENTARY RIBBON CUTTINGS** - DeBary loves celebrating new businesses within our City, and offering a ribbon cutting is just one way we can share in your excitement. If you would like to schedule a complimentary ribbon cutting for your new commercial business, email Kasey Hewitt at KHewitt@DeBary.org to get it set up!
- **BUSINESS ROUND TABLE** -Quarterly, DeBary hosts a business round table. This is a brainstorming session where local businesses meet at City Hall to provide feedback and discuss ways the City can provide support to the business community. This event is advertised in the email newsletter and an RSVP is required for all attendees.





SMALL BUSINESS ASSISTANCE PROGRAMS



VBR is a collaboration of local area economic development partners responding to the needs of Volusia County businesses. Through VBR, business owners at every stage can streamline their search for resources that position them for future success.

<https://www.volusiabusinessresources.com/>



Prospera is an economic development, nonprofit organization specialized in providing bilingual assistance to Hispanic entrepreneurs trying to establish or expand their business.

<https://prosperausa.org/>



Small business owners and aspiring entrepreneurs can go to their local **SBDCs** for FREE face-to-face business consulting and at-cost training on a variety of topics. Learn more about how SBDCs are helping local businesses start, grow and thrive.

<https://americassbdc.org/>



SCORE is dedicated to helping small businesses get off the ground by providing free and paid resources such as mentorship, webinars, trainings, events and much more!

<https://www.score.org/>



Business Incubation Program

UNIVERSITY OF CENTRAL FLORIDA

The **UCF Business Incubation Program** provides business development and operational support to early-stage, innovative businesses throughout Central Florida.

<https://incubator.ucf.edu/>



The Volusia Hispanic Chamber of Commerce (VHCC) is a non-profit organization focused on helping businesses and organizations Strategize, organize, and grow. They provide various networking events & educational programs to help promote economic growth.

<https://www.volusiachamber.org/>



The DeLand & Greater West Volusia Chamber of Commerce will be an advocate for its members by helping the business community identify and respond to challenges, providing opportunities for networking, education and deliberation, and developing community leaders.

<https://www.delandchamber.org/>



**West Volusia
Regional Chamber
Of Commerce**

The West Volusia Regional Chamber of Commerce is made up of many determined and focused community business owners who understand the importance of relationships and loyalty.

<https://www.westvolusiaregionalchamber.org/>





NEW BUSINESS REGISTRATION

DeBary's strategic location makes it the perfect place to establish or to relocate your business. An interstate highway, available land for development, modern industrial park facilities, new road construction, and user-friendly growth management practices are appealing to both commercial and residential developers.

BUSINESS TAX RECEIPTS

If you operate a business located within the City of DeBary limits, you are required to pay your local business taxes to the City of DeBary. This pertains to those businesses that are Commercial and Home-based.

CONTACT

Business Tax Receipt
Applications &
Questions
Kayla Burney
386-601-0210

STARTING YOUR BUSINESS IN DEBARY

Step 1: Check zoning to make sure your desired location is zoned for your business industry. To check zoning, please call **386-601-0210**.

Step 2: Obtain Florida State License (Sunbiz) along with any other state licensing required for your field.
<https://dos.myflorida.com/sunbiz/start-business/>

Step 3: Apply for your City Business Tax Receipt online at:
<https://www7.citizenserve.com/Portal/?installationid=386>
Business must renew their Business Tax Receipt each year and payments are due on October 1st.

Step 4: Register your business with Volusia County
<https://www.volusia.org/services/business-services/revenue-services/business-tax-receipt/index.shtml>
386-943-7085



Step 1: Zoning



Zoning is how DeBary regulates and develops land within our City. This department considers the vision plan, industry, population, growth rate, and industry need. Zoning also helps protect the local environment and keep property values stable.

Before opening your commercial business, you must first check with our Zoning Department to make sure the area in which you want to open your doors is zoned for commercial use. Call 386-601-0204 to confirm your business can be located at your desired address.

View supporting documents here: <https://debary.org/growth/page/planning-and-zoning>

CONTACT

Zoning Questions
Merelyn Thomas
386-601-0204

Business Tax Receipt
Applications &
Questions
Kayla Burney
386-601-0210

BUILDING DEPARTMENT

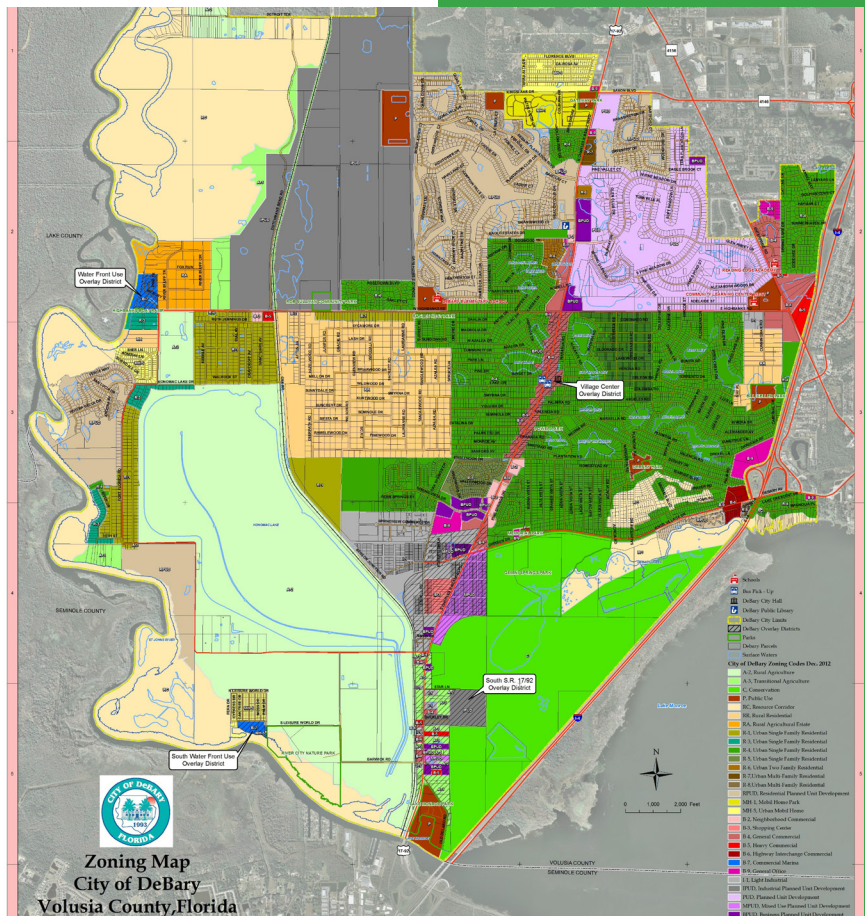
If you are planning on new construction, or renovations to an existing site, a building permit must be obtained prior to beginning work. To obtain a building permit, visit city Hall (16 Colomba Road DeBary, FL) and ask to talk to the Building Department. For questions about building permits, contact on of the building technicians below:

Luly Roberts: 386-601-0212

lroberts@debary.org

Evelyn Smith 386-668-0211

esmith@debary.org





Zoning Explained

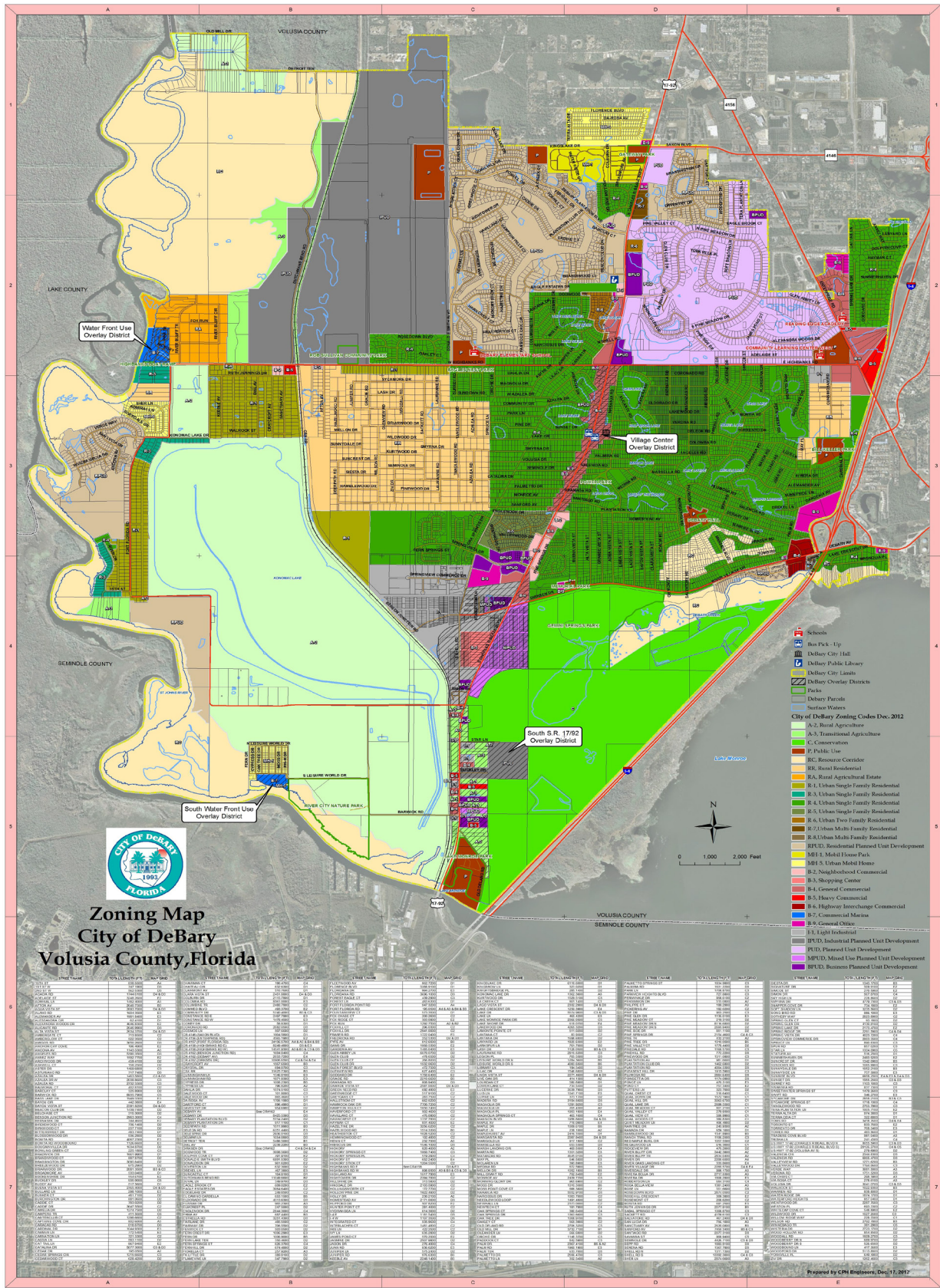
-  A-2, Rural Agriculture
-  A-3, Transitional Agriculture
-  C, Conservation
-  P, Public Use
-  RC, Resource Corridor
-  RR, Rural Residential
-  RA, Rural Agriculture Estate
-  R-1, Urban Single Family Residential
-  R-3, Urban Single Family Residential
-  R-4, Urban Single Family Residential
-  R-5, Urban Single Family Residential
-  R-6, Urban Two Family Residential
-  R-7, Urban Multi-Family Residential
-  R-8, Urban Multi-Family Residential
-  RPUD, Residential Planned Unit Development
-  MH-1 , Mobil Home Park
-  MH-5, Urban Mobil Home
-  B-2, Neighborhood Commercial
-  B-3, Shopping Center
-  B-4, General Commercial
-  B-5, Heavy Commercial
-  B-6, Highway Interchange Commercial
-  B-7, Commercial Marina
-  B-9, General Office
-  I-1, Light Industrial
-  IPUD, Industrial Planned Unit Development
-  PUD, Planned Unit Development
-  MPUD, Mixed Use Planned Unit Development
-  BPUD, Business Planned Unit Development

For questions regarding the zoning districts please call:
386-601-0210.

For more information, visit
<https://debary.org/growth/page/planning-and-zoning>

View DeBary Zoning Maps online at:
<https://city-of-debary-florida-debaryfl.hub.arcgis.com/>





Zoning Map
City of DeBary
Volusia County, Florida



Tract Name	City of DeBary	County	Tract Name	City of DeBary	County	Tract Name	City of DeBary	County	Tract Name	City of DeBary	County	Tract Name	City of DeBary	County	Tract Name	City of DeBary	County
10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000



Step 2: Florida State License

<https://dos.myflorida.com/sunbiz/start-business/>

Now that you've done some research on WHERE you want to locate your business, it's time to begin obtaining your State, City, and County occupational licenses. Registering with the State of Florida is an easy process and can be done all online at Sunbiz.org

STARTING YOUR SUNBIZ

Step 1: Research Starting a Business Start a Business

Step 2: Identify Your Type of Business

Decide on a Corporate Structure

Step 3: Form Your Business

1. Form a Profit or Non-Profit Corporation
2. Form a Limited Liability Company
3. Form a Partnership

Step 4: Register Your Business Name (Optional)



Any questions regarding this step can be directed to SunBiz

Sunbiz.org

CONTACT

SunBiz Contact
850.245.6000

General Questions,
Email:
CorpHelp@dos.myflorida.com





Step 3: City Business Tax Receipt

Operating a business within city limits requires local business taxes to be paid to the City of DeBary. This pertains to those businesses that are commercial and home-based. **Business Tax Receipt applications can be completed and renewed entirely online through the online portal, Citizenserve. Businesses can also print their Business Tax Receipt directly from this portal.**

Business Renewals

Businesses must renew their Business Tax Receipt each year prior to October 1st. The renewal process can be completed online at <https://www5.citizenserve.com/Portal/PortalController>. The online portal accepts card payment. Businesses who would like to pay by check may drop off their payment at City Hall at *16 Colomba Rd. DeBary.*

To make changes or update a business profile, please fill out the update form below, and you can email it to kburney@DeBary.org or drop it off at City Hall
Monday-Friday 8:30am-5pm.

If you are no longer in business or no longer within City limits, please send an email to kburney@DeBary.org with the business name and address.



CONTACT

**Business Tax Receipt
Applications &
Questions**
Kayla Burney
386-601-0210
kburney@debary.org

We only accept Credit Card or Check as payment. Credit/Debit payments will have a convenience fee of 2.75% paid to the card processor.



Step 4: Register your business with Volusia County

www.volusia.org/services/business-services/revenue-services/business-tax-receipt/

CONTACT

Director
Craig Baumgardner,
CEL

Historic Courthouse
125 W. New York Ave.
Room 120
DeLand, FL 32720

Office Hours: 8 am-5pm

E-mail
treasury@volusia.org

Phone
386-943-7085

In addition to a City Business Tax Receipt, you will also need a Volusia County Business Tax Receipt. Once your City Business Tax Receipt is approved and picked up from City Hall, you can then apply for the Volusia County Business Tax Receipt.

<https://www.volusia.org/services/business-services/revenue-services/business-tax-receipt/>



Fees can be paid by E-check or credit card at the Volusia County Treasury and Billing office or via online (<https://volusia.ptghome.com/excisebt/>). The service fee for online payments is currently \$1.50 for E-check payments or 2.6% with a \$1.95 minimum for credit card payments and \$1.95 flat fee for in office debit card transactions.

Any questions regarding this step can be directed to Volusia
County





...in addition

SIGNAGE

When the time arrives for you to open your business' doors, it is important to know that the City of DeBary has certain rules and regulations regarding how you can advertise your business through physical signage. Before choosing permanent signs for your business, please look at our sign regulations. https://library.municode.com/fl/debary/codes/land_development_code?nodeId=LADECO_CH5ADLADEST_ARTIISIRE

Other than the listed exempt signage, new signs need to apply for building permit with an additional sign worksheet. We recommend checking with the City before placing any signage outside your establishment.

GARBAGE COLLECTION

Garbage collection for DeBary residents is conducted through WastePro and is included in taxes, however, **businesses are responsible for setting up and maintaining their own trash debris**. Below are contacts for waste companies that service DeBary businesses:

WASTEPRO

386-788-8890

<https://www.wasteprousa.com/>

WCA

1.800.535.9533

<https://gflenv.com/>

Hazardous Waste drop-offs can be made at the West Volusia Transfer Station

3151 E. New York Ave. DeLand, FL | 407-509-7601

WATER & SEWER

Utilities within the City of DeBary are provided through Volusia County Water & Sewer

VOLUSIA COUNTY WATER & SEWER

2560 W. State Road 44 DeLand, FL | 386-736-5971

CONTACT

Zoning / Signage Questions

Merelyn Thomas

386-601-0204

mthomas@debary.org



Economic Development

Now that you are an established businesses within the City of DeBary, there are a few things that will be helpful to know as your business begins to grow and thrive within the community.

This is an exciting time to be a resident or business within our City! We have new and upcoming projects planned to ensure intentional, smarter growth. This includes the Transit Oriented Development expanding around the DeBary SunRail Station, Main street DeBary, and Alexander Island

View upcoming project developments below:



<https://city-of-debary-florida-debaryfl.hub.arcgis.com/apps/af81b2c78af4de7af-eb6b87dea55389/explore>

Ribbon Cuttings



We LOVE celebrating our business community! Our City offers a ribbon-cutting to all new businesses. Council members, customers, friends, and family gather together to official cut the ribbon to welcome your new business. Contact Kasey at khewitt@debary.org to schedule your ribbon cutting today!

Business Newsletters

Businesses within DeBary also gain access to our email newsletter, sent on the 1st of each month. These emails offer information on business trends, development courses, events, and highlight opportunities. This email list is the City's main communication with our business owners. ***Not subscribed?*** Follow the link below to access all past newsletters and sign up for future emails!



<https://debary.org/ed/page/debary-business-e-newsletter>



Business Friendly



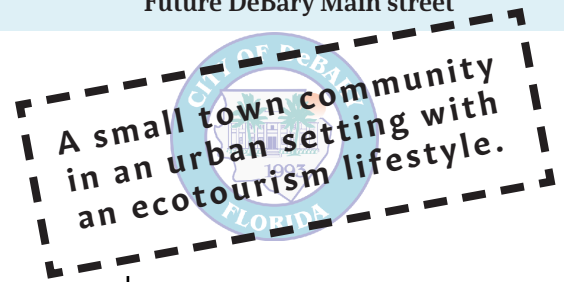
Multi-modal Transportation



Future DeBary Main street

UPCOMING PROJECTS

The future is bright for DeBary!



Future DeBary Main street -

- Located across the street from the DeBary SunRail Station
- Businesses on the bottom level with residencies above
- A community focal point for events and festivals
- Strong DeBary community to support local businesses



Multi-modal Transition (integrating business environment with quality lifestyle) -

- DeBary's Transit-Oriented Development (TOD) overlay
- Approved mobility plan allowing easy access to sustainable transportation options; Biking trails, sidewalks, SunRail Station, and increasing golf cart access.



- The City of DeBary is one of only 12 Florida Trail Towns, recognized by the Florida Department of Greenways and Trails

Alexander Island -

- 170-acre riverfront nature preserve with park amenities including: fishing, biking/walking trails, and picnic areas.
- Partnered with Aquatic Preserve of Central Florida for a river nature center on the land
- Biking / short driving distance from the SunRail Station and future DeBary Main Street.





Who do I Call?

Volusia County Water & Sewer 386-736-5971
Start water/sewer service to your home, questions about water billing

WastePro 386-788-8890
Recycle, yard waste, and trash pick-ups

Volusia County Tax Appraiser 386 736-5901
Homestead exceptions, estimate your taxes, search for properties
<https://vcpa.vcgov.org/>

Animal Control 386-775-9999
Report lose dogs, report lost/found animal

Department of Motor Vehicles 386-254-4610
Driver License and Motor Vehicle Service Centers
2575 S. Volusia Ave.
Suite #200
Orange City, FL 32763
<https://vctaxcollector.org/>

Will Roberts Tax Collector 386-788-8890
Motorist Services, Taxes, Hunting & Fishing Licenses, Disabled Parking Permits
2744 Enterprise Road
Orange City, FL 32764
Fax: 386-775-5253
<https://vctaxcollector.org/>

Duke Energy 800-228-8485
Request a streetlight repair, report an electrical outage, sign up for outage alerts

Volusia County Parks & Recreation 386-736-5953
Information on Volusia Parks: Gemini Springs/Lake Monroe Park/DeBary Hall Historic Site

Fire Department (non-emergency) 386-668-3630
Orange City Fire Department Station #33 (DeBary Station)

Sheriff's Department (non-emergency) 386-668-3630
Volusia County Sheriff's Department (DeBary Station)

City Staff Contacts

COMMON INQUIRIES

DeBary City Hall Main Line General inquiries	386-601-2040
Economic Development Director Potential new business and business growth questions	386-601-0217
Building Department Building permits, building code questions <i>https://debary.org/building</i>	386-601-0212
Court Ordered Volunteering	386-456-5150
Human Resources Job opportunities with the City of DeBary	386-601-0217
Neighborhood Improvement Officer Code complaints, city ordinance inquiries	386-601-0209
Parks & Recreation City Park pavilion rentals, sports and programs, summer camp, city park maintenance	386-601-0206
Senior Planner Zoning, tree removal permits	386-601-0204
Planning Technician Business Tax Receipts, lein searches	386-601-0210
Public Works Storm water maintainance, city street right-of-way concerns	386-601-0207
Records Manager Public Records Requests	386-601-0225

OTHER STAFF CONTACTS

Visit <https://debary.org/directory> for a complete list of City Staff phone and email contacts

