

STARTING A NURSERY BUSINESS CHECKLIST

If you are interested in starting a nursery business, this checklist and resources will point out some steps to follow as you plan and then actually start a nursery or greenhouse operation in our Central Florida Area (Lake, Orange, Osceola, or Seminole County).

This information has been collected and is revised periodically with the assistance of the Area Woody Ornamental Advisory Committee. The grouping of this information will save you much time in seeking out the person to assist you. In creating this checklist, we have not intentionally overlooked anyone who could help a new person get started in the nursery business. The committee assisting me found it easier to use trade names of products, equipment, and firms. No endorsements of named products or businesses are intended, nor is criticism implied of similar products or businesses which are not mentioned. Do remember the firms and organizations move and change their phone numbers, but all these were correct when prepared. For additional assistance, please feel free to contact Juanita Popenoe (352.343.4101) for woody nursery questions or Lelan Parker (407.254.9200) for greenhouse/foilage questions.

Things to consider:

- Business Plans?
- Grants?
- Layout?
- Market Analysis?
- Regulation?
- Resource Assessment? (labor, land, capital, time, taxes & exemptions)
- Regulation?
- Zoning?

I REGULATIONS

1. ZONING:

COUNTIES:

(1)	Orange	(407) 836-5525	(Zoning Dept.)
(2)	Lake	(352) 343-9641	(Zoning Dept.)
(3)	Seminole	(407) 571-8152	(Zoning Dept.)
(4)	Osceola	(407) 343-3400	(Zoning Dept.)

NEED: Legal Description of Property
 Street Address
 Mailing Address

ORANGE COUNTY CITIES

APOPKA	(407) 889-1704	(City Clerk)
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BELLE ISLE	(407) 851-7730	
EATONVILLE	(407) 623-1313	
MAITLAND	(407) 539 6219	(City Clerk)
OAKLAND	(407) 656-1117	(City Hall)
OCOEE	(407) 656-2322	(City Hall)
ORLANDO	(407) 246-2251	(City Clerk)
WINDERMERE	(407) 876-2563	(City Clerk)
WINTER GARDEN	(407) 656-4111	(City Hall)
WINTER PARK	(407) 623-3292	(City Hall)

LAKE COUNTY CITIES

ASTATULA	(352) 742-1100	(Clerks Office)
CLERMONT	(352) 394-4081	
EUSTIS	(352) 483-5430	
FRUITLAND PARK	(352) 787-6089	(City Hall)
GROVELAND	(352) 429-2141	(City Hall)
HOWEY-IN-THE-HILLS	(352) 324-2290	(Town Hall)
LADY LAKE	(352) 753-2212	(City Clerk)
LEESBURG	(352) 728-9720	(City Clerk)
MASCOTT	(352) 429-3341	(City Hall)
MINNEOLA	(352) 394-3598	(City Hall)
MONTVERDE	(407) 469-2681	(Town Clerk)
MOUNT DORA	(352) 735-7100	(City Hall)
TAVARES	(352) 742-6414	(City Adm)
UMATILLA	(352) 669-3125	(City Hall)

OSCEOLA COUNTY CITIES

KISSIMMEE	(407) 847-2821	(City Hall)
ST. CLOUD	(407) 957-7300	(City Hall)

SEMINOLE COUNTY CITIES

ALTAMONTE SPRINGS	(407) 263-3780	(City Clerk)
CASSELBERRY	(407) 263-3902	(City Clerk)
LAKE MARY	(407) 324-3023	(City Clerk)
LONGWOOD	(407) 260-3444	(City Clerk)
OVIEDO	(407) 977-6001	(City Clerk)
SANFORD	(407) 330-5603	(City Clerk)
WINTER SPRINGS	(407) 327-5955	(City Clerk)

2. WELL & WATER PERMITTING:

Contact the water management district that your operation is located in for details and permit. For assistance as to what district you are in, be sure to contact your COUNTY EXTENSION OFFICE or SOIL CONSERVATION SERVICE.

WATER MANAGEMENT DISTRICTS

ST. JOHNS WATER MANAGEMENT DISTRICT

District Office Bldg.
U.S. Hwy. 100 West (PO Box 1429)
Palatka, Florida 32178-1429
(904) 329 4500

SOUTH FLORIDA WATER MANAGEMENT DISTRICT

PO Box 24680
3301 Gun Club Road
W. Palm Beach, Florida 33416-4680
(561) 686-8800
1-800-432-2045 x6926

3. CLASSIFICATION:

AGRICULTURAL CLASSIFICATION of operations can usually be obtained. But, this must be checked with the County and filed for at a correct time – (January – March). **PROPERTY APPRAISER'S OFFICE.**

Orange County	(407) 836-5044
Lake County	(352) 343-9748
Seminole County	(407) 665-7520
Osceola County	(407) 343-3700

II FINANCING:

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|---|----------------------------------|
| (1) Personal Resources | (6) U.S.D.A. Farm Service Agency |
| (2) Local Banks | 32235 Merry Road Suite "B" |
| (3) Local Savings & Loan Assoc. | Tavares, FL 32778 |
| | (352) 343-2581 |
| (4) Farm Credit System of Central Florida | (352) 343-6275 (fax) |
| Regina Thomas/Tom Rager | Farm Loan Officer: |
| 57 E Third St | Greisha Sievens – Irizarry |
| Apopka, FL 32703 | (7) Major National Insurance Co. |

- (407) 880-7883
1(866) 245-3637
<http://farmcreditfl.com>
- (5) Small Business Administration (SBA)
Service Corps of Retired Executives (SCORE)
Federal Building
80 North Hughey Ave – Room 455
Orlando, FL 32801
(407) 648-6476
- (8) Professional Groups
(local Doctor, Lawyer, etc)
- (9) Various Investment Groups/
Consultants
(inquire in the area)

III BUILDING & CONSTRUCTION:

- (1) Imperial Builders & Supply, Inc.
(777 South Park Ave)
PO Drawer 670
Apopka, FL 32704-0670
(407) 889-4147
- (2) Agricultural Engineering (Extension)
1 Frazier-Rogers Hall
University of Florida – IFAS
PO Box 110570
Gainesville, FL 32611-0570
(352) 392-1864
- (3) Rick Andrews (Carpentry)
361 Seasons Court
Apopka, FL 32712-3545
(407) 886-5974
- (4) Pierson Supply Co Inc
407 S Center St
Pierson, FL 32180
(386) 749-2655
- (5) Kerlin Construction Co
2762 W Kelly Park Rd
Apopka, FL 32712-5131
(407) 886-4346
- (6) Louis Conner
(407) 774-1704
- (7) Signature Supply Incorporated
Frank Giglia
3330 E Main St
Lakeland, FL 33801 (863) 665-3792
- (8) See Trade Magazines like
Ornamental Outlook, Greenhouse
Grower, or American Nurseryman
for additional listings and ads.
- (9) Caves Enterprises (407) 886-3321

IV FEES:

A. Licenses:

Lake County - (352) 343-9622
Orange County - (407) 836-7300
Seminole County - (407) 665-7639

Central Florida – Contact:
Licenses & Bonding (FDACS)

State – Contact:
Bureau of Licenses and Bonding

State Farmers Market
FL Dept of Agric & Consumer
1300 South French Ave #1a
Lake Mary, FL 32746
(407) 330-6784

Mayo Building, M38
407 South Calhoun St
Tallahassee, FL 32399-0800
(850) 488-4101
Fax: (850) 922-8312

B. Bonding:

State - (Contact State Office above)

Personal - (Contact your own insurance agent)

C. Incorporation:

Secretary of State's Office – Tallahassee (850) 755-5111

<http://www.dos.state.fl.us/doc/index.html> for on-line filing

(On contact they will send you the necessary forms).

D. Fictitious Name Statute: Check with your County Court House.

Lake County (352) 742-4114

Orange County (407) 836-6321

Osceola County (407) 847-1200

Seminole County (407) 665-7219

V NURSERY INSPECTION:

REMEMBER: All nurseries MUST be inspected and registered with the Division of Plant Industry prior to selling any plants! Also all Stock Dealers & Plant Brokers must be registered!

Regulated by Florida Department of Agriculture & Consumer Services' Division of Plant Industry. <http://www.doacs.state.fl.us/pi/>

Summary of the nursery inspection law:

http://www.doacs.state.fl.us/pi/plantinsp/docs/brief_summary.pdf

Application for Certificate of Registration:

<http://www.doacs.state.fl.us/onestop/forms/08004.pdf>

The first step in obtaining a certificate of registration is to contact the local inspector. The inspector will be responsible for collecting the registration fee, assisting with completing the application, as well as answer any questions one may have. Please refer to the [Plant Inspection Office Locator](#) for a Plant Inspection office local to your area.

Seminole and Orange County Florida Regional Office: Supervisor – Serena Stornaiuolo

stornas@doacs.state.fl.us
407-884-2032
Fax: 407-884-2033

Orange County: Office in Apopka – (407) 884-2030
1010 Ocoee – Apopka Rd, Suite 500
Apopka, FL 32703-9205

Seminole County: (407) 814-6129

Osceola County: (407) 856-6593 - North of 192
(863) 298-7739 - South of 192

Lake County Florida Regional Office: Supervisor – James Holm
holmj@doacs.state.fl.us
Office between Tavares and Astatula
352-742-6126
Fax: 352-742-6452

VI TAX FORMS

(1) CORPORATE TAXES

STATE: State of Florida
Department of Revenue
Orlando Executive Center
5420 Diplomat Circle
Orlando, FL 32810-5607
(407) 623-1141

State of Florida
Department of Revenue
Leesburg Service Center
734 N 3rd St., Suite 117
Leesburg, FL 34748-4463
(352) 360-6660

- NEED:**
- (1) Come in person (nursery officer)
 - (2) Have legal nursery business name and have a list of business officers.
 - (3) I.R.S. number
 - (4) Social Security numbers of two officers
 - (5) May need Bond

FEDERAL: (1) Internal Revenue Service
Federal Building
850 Trafalgar Ct., Suite 200
Maitland, FL 32751

- a. Contact to get Federal Tax Number
- b. Contact to get Agricultural Tax Guide

(2) Social Security Administration
Federal Building
80 North Hughey Avenue #159
Orlando, Florida 32801-2296
(407) 648-6673 or 1-800-772-1213

(2) STATE: SALES TAX
State of Florida
Department of Revenue
Orlando Executive Center
5420 Diplomat Circle
(407) 623-1141

VII MISCELLANEOUS

- (1) OCCUPATIONAL SAFETY & HEALTH ACT
(U.S. Dept. of Labor)
700 Twiggs Street (Room 624)
Tampa, Florida 33602-4019
(813) 228-2821
- (2) WAGE & HOUR AND PUBLIC CONTROL DIVISION
(U.S. Dept. of Labor)
3444 McCrory Place
Orlando, Florida 32803-3768
(407) 648-6471
- (3) WORKMEN'S COMPENSATION FIELD SERVICE
State Office Building
400 West Robinson Street
Orlando, Florida 32801-1736
(407) 245-0896
- (4) STATE OFFICE BUREAU
Division of Employment Security
Bureau of Unemployment Compensation
State Office Building - Morse Blvd.
Winter Park, Florida 32789
(407) 628-6985
- (5) ORANGE COUNTY FARM BUREAU
2750 West Washington Street
P O Box 585694
Orlando, Florida 32858
(407) 293-7608
Fax: (407) 298-5130

Web site: http://www.floridafarmbureau.org/county_farm_bureau/Orange

- (6) OSCEOLA COUNTY FARM BUREAU
1680 East Irló Bronson Memorial Hwy
Kissimmee, Florida 34744
(407) 847-5189
Fax: (407) 847-9351
Web site: http://www.floridafarmbureau.org/county_farm_bureau/Osceola
- (7) LAKE COUNTY FARM BUREAU
30241 State Road 19
Tavares, FL 32778
(352) 343-4627
Fax: (352) 343-4627
Web site: http://www.floridafarmbureau.org/county_farm_bureau/Lake
- (8) SEMINOLE COUNTY FARM BUREAU
PO Box 917191
Longwood, FL 32791
(407) 327-8749
Fax: (407) 324-7985
Web site: http://www.floridafarmbureau.org/county_farm_bureau/Seminole
- (9) ORANGE & SEMINOLE COUNTIES
Soil Conservation Service
2012 East Michigan Street
Orlando, Florida 32806-4941
(407) 896-0353
Web site: <http://www.afcd.us/OSWCD/milab.shtml>
- (10) OSCEOLA COUNTY
Soil and Water Conservation District
1921 Kissimmee Valley Ln.
Kissimmee FL, 34744
(407) 847-4465
Web site: <http://www.osceola.org/index.cfm?lsFuses=department/Soil>
- (11) LAKE COUNTY
Soil and Water Conservation
32235 David Walker Drive
Tavares, FL 32778
(352) 343-2481 x6
Web site:
http://www.lakecountyfl.gov/departments/community_services/agricultural_education/lake_soil.aspx

STATEWIDE TRADE ASSOCIATION:

- (1) Florida Nursery Growers and Landscape Association

1533 Park Center Drive
Orlando, Florida 32835-5705
(800) 375-3642
Web site: <http://www.fn gla.org>

VIII SUPPLY SOURCES

- | | |
|---|---|
| (1) HELENA CHEMICAL
21244 State Road 46
PO Box 941
Mount Dora, FL 32756
(352) 383-8139 | (2) BWI
37000 W Orange Blossom Tr
PO Box 1328
Plymouth, FL 32768
(407) 884-0242 |
| (3) GROWERS SUPPLY SERVICE, INC.
2048 West Kelly Park Road
Apopka, Florida 32712-5129
(407) 886-6798 | (4) PRO SOURCE ONE
PO Box 200
Plymouth, FL 32768
(407) 886-4744 |

Other Sources:

Check telephone book yellow pages.
Magazines (Greenhouse supply issues).
Growers, Tech. Reps.
Trade Associations - FFA, FOGA, FNGLA

IX EDUCATIONAL RESOURCES

- (1) LAKE COUNTY AGRICULTURAL EXTENSION SERVICE
Lake, Orange, & Seminole - Commercial Horticulturist – Woody landscape plant production.
Juanita Popenoe
1951 Woodlea Rd.
Tavares, FL 32778
(352) 343-4101
Fax (352) 343-2767

- (2) ORANGE COUNTY AGRICULTURAL EXTENSION SERVICE
Lake, Orange, & Seminole - Commercial Horticulturist – Greenhouse Crops
Lelan Parker
6021 S. Conway Rd.
Orlando, Florida 32812
(407) 254-9200
Fax (407) 254-5125

- (3) OSCEOLA COUNTY AGRICULTURAL EXTENSION SERVICE
Jennifer Welshans – Commercial Horticulturist
1921 Kissimmee Valley Lane, Suite A
Kissimmee, FL 34744
(321) 697-3000

- (4) MID-FLORIDA RESEARCH & EDUCATION CENTER - APOPKA
State Extension Specialists
(State Road 437 - next to Magnolia Park)
2807 Binion Road
Apopka, Florida 32703-8504
(407) 884-2034

- (5) ORNAMENTAL HORTICULTURE DEPARTMENT
State Extension Floriculturist & Woody Ornamentals Specialist
University of Florida - IFAS (Fifield Hall)
1251 Fifield Hall
P O Box 110690
Gainesville, Florida 32611-0690
(352) 392-1928

X TRADE ORGANIZATIONS

- (1) FNGLA – Florida Nursery, Growers & Landscape Association
(407) 295-7994
- (2) Association of Florida Native Nurseries
(877) 352-2366
- (3) Southern Nursery Association
(770) 953-3311

XI WEB RESOURCES

1. http://solutionsforyourlife.com/agriculture/nursery_and_greenhouse/

This site includes:

- **[Business Management](#)**
Get information about marketing, pricing, insurance, business plans, and other topics.
- **[Getting Started](#)**
Create and implement business plans.
- **[Hydroponic / Greenhouse Crops](#)**
The primary greenhouses crops are pepper, tomato, cucumber, lettuce, herbs, and strawberry.
- **[Pest Management](#)**
Keep your nursery or greenhouse safe and healthy.
- **[Production Practices](#)**
Planting to post-harvest.
- **[Production Systems](#)**
Provide the best growing environment for plants.

2. Retail Nursery Publications Reference List

<http://edis.ifas.ufl.edu/WO002>

3. Layout and Design Considerations for a Wholesale Container Nursery

<http://edis.ifas.ufl.edu/EP034>

4. Using an Income Statement in Horticultural Business

<http://edis.ifas.ufl.edu/AA213>

5. Woody Plant Liner Production Review

<http://edis.ifas.ufl.edu/AC030>

6. Irrigation System Selection

<http://edis.ifas.ufl.edu/AE089>

7. Propagation of Landscape Plants

<http://edis.ifas.ufl.edu/MG108>

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