



**YELLOW AREA FOR OFFICE USE ONLY**

ZC \_\_\_\_\_

DATE \_\_\_\_\_ CSR \_\_\_\_\_

**DEPARTMENT OF DEVELOPMENT SERVICES**

**HOME BASED BUSINESS ZONING COMPLIANCE CERTIFICATE/BUSINESS TAX APPLICATION**

Questions: (239)574-0553 or [zoning@capecoral.gov](mailto:zoning@capecoral.gov)

**HOME BASED BUSINESS ZONING COMPLIANCE APPLICATION**

**NEW BUSINESS CHECKLIST**

- ☐ Register your LLC, Corporate Name, or Fictitious Name at [www.sunbiz.org](http://www.sunbiz.org)
- ☐ Apply for any required state licenses. If you have any questions, contact our Licensing division at (239) 574-0430 or [licensing@capecoral.gov](mailto:licensing@capecoral.gov)
- ☐ Submit a Zoning Compliance application. Incomplete applications will not be accepted.

**Required Documents:**

- Documentation of Sunbiz Registration
  - State License, if applicable
  - Completed application form
- ☐ Zoning Compliance Application fee \$110.00

**NEXT STEPS IN PROCESS**

- ☐ Complete Business Tax Receipt process with our Licensing Division.
- ☐ Apply for a local Business Tax Receipt with Lee County:
  - Phone (239) 533-6000
  - Address 1039 SE 9<sup>th</sup> Place Cape Coral, FL 33990

Please note that it is the responsibility of the applicant to advise the City Clerk's Office of any information on the application form that is exempt from public disclosure or confidential pursuant to state or federal law. Applicant must provide the City Clerk with information that is sufficient for the Clerk to determine whether the information is confidential or entitled to be exempt from disclosure.

The City of Cape Coral, its officers, employees, or agents are not liable for any unauthorized release of exempt or confidential information regarding any applicant.

Information on sign requirements and the permit application may be found on the City Planning Division website at [www.capecoral.gov](http://www.capecoral.gov).

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FEE: \$110.00

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New Business Classification: \_\_\_\_\_

Notes/Comments/Special Instructions: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Strap: \_\_\_\_\_ Zoning: \_\_\_\_\_ FLU: \_\_\_\_\_

Business Address: \_\_\_\_\_ Unit # \_\_\_\_\_

Legal Business Name **AS REGISTERED IN SUNBIZ:** \_\_\_\_\_

Fictitious Name/DBA: \_\_\_\_\_

Phone #: \_\_\_\_\_ Days of Operation: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Local Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

**DETAILED BUSINESS DESCRIPTION (REQUIRED):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is Unit on Septic System: ☐ Yes ☐ NoIs any portion of your net floor area or gross revenue derived from sexually oriented items/activities? ☐ Yes ☐ No

If yes, what percentage? \_\_\_\_\_

# of Employees Including Business Owner: \_\_\_\_\_

# of Company Vehicles: \_\_\_\_\_



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FEE: \$110.00

**\*You must sign in your corporate capacity if the business is under a LLC, Trust, LP, or similar business entity\***

**APPLICANT SIGNATURE**

**The information on this application is true and complete to the best of my knowledge.**

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**LOCAL BUSINESS TAX INFORMATION**

FED Tax ID or SS#: \_\_\_\_\_

Do you currently have a local business tax receipt or Competency License in the City of Cape Coral? ☐ Yes ☐ No

If yes, what is the receipt or license numbers? \_\_\_\_\_

Do you have or have you applied for: *Fictitious Name* ☐ Yes ☐ No *Corp Papers* ☐ Yes ☐ No *State License* ☐ Yes ☐ No

Date Applied: \_\_\_\_\_

**ACKNOWLEDGEMENT**

I, the undersigned, acknowledge that home-based businesses shall only be allowed as an accessory use to a residential use and must meet the following conditions:

- A. Home-based businesses shall comply with all applicable federal, state, county, and City laws, rules, and regulations, including, but not limited to, City business taxes.
- B. No more than two (2) employees or independent contractors who do not reside at the residential dwelling may work at the business. The business may have additional remote employees that do not work at the residential dwelling.
- C. Vehicles parked at home-based businesses must be parked in the driveway or other legal parking spaces that are not located within the right-of-way, on or over a sidewalk, or on or over any unimproved surfaces at the residence. All vehicles and trailers of any kind located at the residence must be in compliance with applicable parking regulations, including, but not limited to, Article 6 of this Code. The parking of any heavy equipment, such as commercial, industrial, or agricultural vehicles, equipment, or machinery is prohibited.
- D. As viewed from the street, the use of residential property is consistent with the uses of the residential areas that surround the property. External modifications made to a residential dwelling to accommodate a home-based business must conform to the residential character and architectural aesthetics of the neighborhood. The home-based business may not conduct retail transactions at a structure other than the residential dwelling; however, incidental business uses and activities may be conducted at the residential property.
- E. The business activities must comply with applicable City sign regulations in Article 7 of the Land Development Code.
- F. The business activities must comply with applicable local and state regulations with respect to equipment or processes that create noise, vibration, heat, smoke, dust, glare, fumes, or noxious odors.
- G. The business activities must comply with any relevant federal, state, county, and City regulations with respect to the use, storage, or disposal of any corrosive, combustible, or other hazardous or flammable materials or liquids.

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_