



DEPARTMENT OF DEVELOPMENT SERVICES

ZONING COMPLIANCE CERTIFICATE/BUSINESS TAX APPLICATION

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

ZONING COMPLIANCE APPLICATION

NEW BUSINESS CHECKLIST

- Before you lease or buy a commercial space, call or visit the City Planning Division at City Hall, to determine the following:
 - The location is zoned for your business type
 - Site meets required parking for your business
 - If Change of Occupancy is required under the Florida Building Code
- Register your LLC, Corporate Name, or Fictitious Name at 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
- Submit a Zoning Compliance application and *if* required a Change of Occupancy application. Incomplete applications will not be accepted.

NOTE: A CHANGE OF OCCUPANCY MUST BE COMPLETED BEFORE PROCESSING A ZONING COMPLIANCE APPLICATION

Required Documents:

- Documentation of Sunbiz Registration
 - Copy of executed lease
 - Completed application form
- Zoning Application fee \$248.00 (\$110 application fee, \$72 fire inspection fee, \$40 fire review, \$26 building review)

NEXT STEPS IN PROCESS

- Fire Inspection. (Instructions will be provided once fee has been paid)
- Complete Business Tax Receipt with our Licensing Division.
- Apply for a local Business Tax Receipt with Lee County:
 - Phone (239) 533-6000
 - Address 1039 SE 9th 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.

Prior to erecting a sign advertising a business, and after applying for Zoning Compliance, a sign permit must be obtained through the City Planning Division. Information on sign requirements and the permit application may be found on the Planning Division’s website located at www.capecoral.gov.



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YELLOW AREA FOR OFFICE USE ONLY
ZC _____
BLOCK _____ LOT _____
STRAP _____
ZONING _____ LU _____
DATE _____ CSR _____

FEE: \$248.00 (\$110 application fee, \$72 fire inspection fee, \$40 fire review, \$26 building review).

YELLOW AREA FOR OFFICE USE ONLY

Change of Business Owner Continued Use 1st Tenant Desk Space
Change of Occupancy from: _____ to _____ per _____ (initial)
Prior Owner/Occupant: _____
Business Type: _____ CU / ZC #: _____
New Business Classification: _____
Parking Regs: _____ Spaces Req'd: _____ Spaces on Site: _____ H/C on Site: _____
Notes/Comments/Special Instructions: _____

BUSINESS INFORMATION (REQUIRED)

Business Address: _____ Suite/Unit #: _____ Unit Ft²: _____ Building Ft²: _____
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 #: _____
Business Manager(s) Name: _____ Phone #: _____
Owner of Building: _____ Phone #: _____
Local Emergency Contact: _____ Phone #: _____

DETAILED BUSINESS DESCRIPTION (REQUIRED):



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Check One (if applicable): New Business, Relocation (within Cape Coral), Expansion
Other Location in Cape Coral: Yes No Address: CU/ZC #:
Prior Location a Home Based Business: Yes No Address: BTR #:
Has Location been Vacant: Yes No If Yes, How Long? Is Unit on Septic System: Yes No
Is 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:
Restaurant/Assembly Seating Capacity (if applicable): Outdoor Display Area (if applicable): Yes No
Remodeling? (Electrical/Plumbing) Yes No If yes, Permit #: Final Inspection Date:

APPLICANT SIGNATURE

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

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

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:

ADDITIONAL INFORMATION (IF APPLICABLE)

COIN OPERATED MACHINES: (State type of machine, how many, location of machines and the amount of money to activate the machine)

INSURANCE OFFICES: (List Companies Represented)

GAS STATIONS: Number of Pumps: Number of Bays:

If such a business is conducted from a vehicle, state number of vehicles used: