



FREQUENTLY ASKED QUESTIONS

What is the address for the City of Cape Coral?

MAILING:

City of Cape Coral
P.O. BOX 150027
Cape Coral, FL 33915-0027
Website: www.capecoral.gov

PHYSICAL:

City of Cape Coral
1015 Cultural Park Blvd.
Cape Coral, FL 33990

City of Cape Coral Contact information

Zoning Compliance	Tel: 239-574-0553	Email: Zoning@capecoral.gov
Contractor Registration	Tel: 239-574-0870	Email: ContractorRegistration@capecoral.gov
Building Permits	Tel: 239-574-0546	Email: Permits@capecoral.gov
Business Tax Receipts	Tel: 239-574-0430	Email: Businesstaxreceipts@capecoral.gov

Website: www.capecoral.gov

How do I file a Fictitious Name or a Corporation?

If you choose to work under anything other than your legal name, you must file that name with the Division of Corporations. You can file your fictitious name or your corporation online at www.sunbiz.org or contact the Office of the Secretary of State at (850) 245-6058. If you file it online, it takes 24-48 hours for the name to register on their website. If you register by mail, it may take up to three weeks.

What do I need to start my business if my office is located in Cape Coral?

Your first step would be registering your fictitious name with the Division of Corporations. Once the name is posted on their website, and you seek to apply for a Commercial or Home-based Zoning Compliance Certificate, you can apply online using the [EnerGov Customer Self-Service \(CSS\) portal](#) or by visiting the Zoning counter at City Hall. Once your application has been processed by Zoning and your Fire Inspection has passed, if needed, the Business Tax Receipt will then be issued after fees are paid and all requirements met. Please visit the CSS portal or visit City Hall – City Clerk for your Business Tax Receipt. You would then need to go to the Lee County Tax Collector's Office to obtain your County Business Tax Receipt, as both are required.



Where do I go to obtain my Lee County Local Business Tax?

Lee County Tax Collector (they are located across the street from the Cape Coral main post office).

1039 SE 9th Place

Cape Coral, FL 33990

Email: bt@leetc.com

Phone: (239) 533-6000

Where can I get my Employer Identification number?

You can obtain your EIN number at the IRS website

<https://sa2.www4.irs.gov/modiein/individual/index.jsp>

Where can I get my Annual Resale Certificate for Sales Tax number?

You may visit the Florida Department of Revenue website at <http://dor.myflorida.com/dor/> to get information and an application for an Annual Resale Certificate for Sales Tax. Their local field office is located at:

State of Florida Service Center

2295 Victoria Avenue

Ft. Myers, FL

(239) 338-2400

Where can I get information about the requirements for Worker's Compensation exemption?

You can apply for your Worker's Comp exemption on their site:

<https://myfloridacfo.com/Division/wc/Employer/Exemptions/default.htm>

Worker's Comp (Ft Myers Office) Worker's Comp (Main office)

2295 Victoria Ave, Suite #163

200 East Gaines St

Fort Myers, FL 33901

Tallahassee, FL 32399

Tel: 239-461-4083

850-413-1609

How can I become a Florida State Certified Contractor?

Contact the Department of Business & Professional Regulations (DBPR) at:

(850) 487-1395, website: www.myfloridalicense.com

What are the requirements needed to register a State Certified Contractor's license?

- 1) Application
- 2) Authorization and PIN release forms (if applicable)
- 3) Clear copy of qualifiers Driver's License
- 4) Copy of State Certified Contractor's License
- 5) Insurance certificates for liability & worker's comp (or exemption) showing City of Cape Coral as the Certificate Holder (See mailing address)
- 6) Business Tax Receipt from office location
- 7) PIN number must be picked in person by qualifier or authorized person with a completed PIN release form



How can I become a Specialty Contractor?

If you are working in the City of Cape Coral, you must be licensed here, a Lee County Contractor's license does **not** cover you in Cape Coral.

Contact Lee County Construction Licensing Board to obtain Sponsorship information, the link to their page is <https://www.leegov.com/dcd/ContLic/Applic> or call (239) 533-8895 for information regarding the Exam(s).

After taking and passing the exam(s), fill out our application, which requires credit reports (for the company and the individual), **3** notarized letters of recommendation and the exam results. **You must submit the original notarized documents.** After submitting all the information required in the application, we will schedule you to go before our Licensing Board. They meet on the fourth Thursday of every other month at 6:00 p.m. in the Council Chambers at City Hall. Please call our office at (239) 574-0430 for the exact meeting dates. We need the complete application packet ten days before the meeting. The license fee is \$150.00 for all specialty contractors for two years, and it is prorated. Our fiscal year begins on October 1 and ends on September 30.

Certificate of Training – Best Management Practices (GI-BMP) Landscape fertilization training is provided by the University of Florida-IFAS Florida-Friendly Landscaping program. It was developed by the Florida Department of Environmental Protection (**FDEP**) and endorsed by the pest control industry. Note: it takes up to three weeks before the Certificate of Training is issued, and the training must be repeated at least once every five years. Florida Friendly Landscaping (FFL) program's main website is <https://ffl.ifas.ufl.edu/fflcp-requirements.htm>. To schedule the class, call (239) 321-0852.

City of Cape Coral – City Clerk's Department
Business Tax Receipts Division
P.O. BOX 150027, CAPE CORAL, FL 33915
EMAIL: businesstaxreceipts@capecoral.gov