



Business Tax Receipt/Licensing:

(239) 574-0430

Certificate of Use/Zoning:

(239) 574-0553

DCD Permitting Division:

(239) 574-0546

Fire Dept. Division of Life Safety:

(239) 242-3264

Hours of Operation:

Monday – Friday

7:30 a.m. – 4:30 p.m.



Permitting Guide for

Opening a Business

in Cape Coral



Department of Community Development (DCD)

Cape Coral City Hall
1015 Cultural Park Blvd.
Cape Coral, FL 33990
Mailing Address:
P.O. Box 150027

Cape Coral, FL 33915-0027

www.capecoral.net

Cape Coral Economic Development
Visit: www.bizcapecoral.com
Call: (239) 574 0444
Toll Free: (866) 573 3089
Email: ecodev@capecoral.net

BEFORE You LEASE or BUY Commercial Space for Your Business:

- Call or visit the **Zoning Counter at City Hall: (239) 574-0553** to verify whether the space you have chosen:
 - ☒ has been zoned properly for your business type
 - ☒ has adequate parking for your business type
 - ☒ is determined to be a Change of Use for that location.
- A Change of Use may require a building permit and possible payment of additional Impact Fees. Questions? Call the **Building Division at (239) 574-0546**.
- It is suggested that you call the **Fire Department Division of Life Safety at (239) 242-3264** for a free site inspection to determine if there's anything that needs to be brought up to Fire Code. This inspection could help you to avoid costly expenditures.

AFTER You Sign Your Lease but BEFORE You Move In:

- Register your LLC, corporate name or fictitious name with the **Florida Department of State** at www.sunbiz.org. If you are using a DBA, you must register it also.
- Apply for any needed state licenses at:** www.myfloridalicense.com/dbpr (real estate, cosmetology salon, mortgage broker, restaurant). The name on the application for your state license must be identical to the name you registered with the FL Department of State. Verify the state requirements with a customer service representative in the **City's Licensing Office (239) 574-0430**. This could help avoid delays.

- Apply for a **Business Tax Receipt (Occupational License)** and a **Certificate of Use (CU)** at the **Zoning Counter at City Hall (239) 574-0553**
 - ☒ One application form handles both – you can print it from the City web site: www.capecoral.net under Department of Community Development-License Tax Division. **The Zoning customer service representative** will tell you what inspections will be necessary for the CU.
 - ☒ If your business constitutes a **Change of Use** for that location, you will be referred to the **Building Division** for a building permit.
 - ☒ The **Fire Department** does the final inspection – call **(239) 242-3264**. For additional information about Fire Inspections please see the City web site www.capecoral.net under the Dept. of Community Development- Forms & Applications CU Application checklist.
- Apply at the **Building Division at City Hall: (239) 574-0546** for a building permit:
 - ☒ You need a building permit if a **Change of Use** has been determined. A minimal fee of \$26.00 is due at time of submittal.
 - ☒ You need a building permit if you intend to prepare the space involving more than paint, flooring or other minor repairs.
 - ☒ The **Building Division** will explain what is required for a Change of Use permit. If substantial work is needed in the building, a contractor will need to submit the permit application with additional documents. Whoever applies for the permit must be present for all inspections. For permit fees, please see fee schedule on the City website www.capecoral.net under Department of Community Development, Project and Building Information. For

building questions please call the **Building Division at (239) 574-0546**.

Our goal is to save you time and money.

The Licensing customer service representative will call you when your Certificate of Use/Business Tax Receipt is ready to be issued. At that time, the customer service representative will notify you of the fees due for your BTR. You may come in to pick up your paperwork or pay for it by phone and have it mailed to you.

FEES for BTR (Business Tax Receipt/ Occupational License)

BTR (Business Tax Receipt):

View [Fee Schedule](#) on City website www.capecoral.net under the Dept. of Community Development-Licenses, City Code, Chapter 11.

Certificate of Use: \$110.00

Fire CU Inspection: \$ 72.00

AFTER You received your City Business Tax Receipt:

- Apply for a County Business Tax Receipt from Lee County. You will need to bring your Cape Coral CU/ BTR with you when you apply.
- Applications for the Lee County Tax Receipt can be downloaded from www.leetc.com. The annual license fee is \$50.

Lee County Tax Collector

(239) 533-6000

1039 SE 9th Place, Cape Coral, FL 33990
(Across from main post office)

Does not apply to Home-Based Businesses