



Department of Development Services
City Planning Division
PO Box 150027
Cape Coral, FL 33915-0027
zoning@capecoral.gov
239-574-0553

City of Cape Coral

HOME BASED BUSINESS ZONING COMPLIANCE/BUSINESS TAX APPLICATION

NEW BUSINESS CHECKLIST

Application Questions: (239)574-0584 or (239)573-3177 zoning@capecoral.gov

- ☐ Apply for any required state licenses (if required.)
- ☐ Register your LLC, Corporate Name, or Fictitious Name at www.sunbiz.org. If your business is operating and/or advertising under a name other than your full legal name, a corporate name, LLC, LLP, Partnership or Trademark, attorney, regulated by Department of Business & Professional Regulation, or the Department of Health, a Fictitious Name Registration is required.
- ☐ Submit the Home Based Business Zoning Compliance/Business Tax Application. Incomplete applications will not be accepted.
 - Required Documents:
 - State License (if applicable)
 - Documentation of Sunbiz registration
- ☐ Completed application form
- ☐ One Time Zoning Compliance Fee of \$110.00

NEXT STEPS

- ☐ Complete the Business Tax Receipt Process with the Business Tax Receipt Division within the City Clerk's Office (businesstaxreceipts@capecoral.gov)
- ☐ APPLY and RECEIVE a Lee County Business Tax Receipt
Phone: 239-533-6000
Physical Address: 2480 Thompson St. Fort Myers, FL 33901
Website: <https://leetc.com/businesses/>

OTHER INFORMATION

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.



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Business Address: _____ Unit # _____

Legal Business Name **AS REGISTERED IN SUNBIZ:** _____

Fictitious Name/DBA: _____

Phone #: _____ Days of Operation: _____ Hours of Operation: _____

Business Owner Name: _____ (must be listed in Sunbiz)

Mailing Address (if different from above) _____ City: _____ State: _____ Zip: _____

Email Address: _____ Phone #: _____

Local Emergency Contact (cannot be business owner):

_____ Phone #: _____

DETAILED BUSINESS DESCRIPTION (REQUIRED): _____

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: _____

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 (Owner, President, VP, etc.)

Signature

Date



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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(Owner, President, VP, etc.)

Signature

Date

FOR OFFICE USE ONLY

ZCC#: _____ Date: _____ CSR: _____