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

HOME BASED BUSINESS ZONING COMPLIANCE APPLICATION

NEW BUSINESS CHECKLIST

- ☐ Register your LLC, Corporate Name, or Fictitious Name at **www.sunbiz.org**
- ☐ Apply for any required state licenses. If you have any questions, contact the Business Tax Receipts Division at (239) 574-0430 or **businesstaxreceipts@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 the Business Tax Receipts 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.

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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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 ☐ 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: _____

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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