

ZCC/BTR APPLICATION PROCESS

ZONING COMPLIANCE CERTIFICATE AND LOCAL BUSINESS TAX RECEIPTS (ZCC/BTR) ARE ISSUED ONCE ALL THE STEPS HAVE BEEN COMPLETED AND FEES HAVE BEEN PAID.



1 APPLY ONLINE

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- Apply for your Zoning Compliance Certificate via [Capecoral.gov/energov](https://capecoral.gov/energov)
- Scan the QR Code to [apply for a ZCC/BTR](#):



2 ZONING COMPLIANCE

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- A zoning compliance review takes place after the building and fire review has been completed to ensure the business is in the appropriate zone for its type of business. For any zoning-related questions, email zoning@capecoral.gov

3 PAY FEES

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- Once the application is processed, the zoning application, processing reviews, and fire inspection fees are posted online for payment. Payment by the business is required before processing can occur.

4 CHANGE OF OCCUPANCY

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- If the business's proposed location was empty or contained a use significantly different from yours, according to the Florida Building Code, then a Change of Occupancy application is required. A zoning representative will notify you upon application review if a Change of Occupancy is required.

5 OTHER BUILDING PERMITS IF APPLICABLE

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- Any open building permits must be closed before the application can advance to the next step.

6 FIRE INSPECTION

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- Before requesting a ZCC/BTR fire inspection, the building shall be 90% set up for business with furniture and fixtures in place. To schedule, please call 239-242-3264 or email fireinspections@capecoral.gov

7 BTR FEES

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- Based on your business type, an industry classification will be assigned by the BTR division.

8 RECEIVE YOUR BTR

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- If your business requires a state license, we will request a copy prior to final issuance of the local BTR from the City Clerk's department, which may be reached by phone at 239-574-0430 or by email at businesstaxreceipts@capecoral.gov. BTR fees will be invoiced and payment received before issuance of the local BTR.

GUIDE TO OPENING A BUSINESS IN CAPE CORAL

Applying for a BTR

[Register for Energov CSS portal access](#)



[Log into Energov CSS using an email code](#)



[Register online to apply for a BTR.](#)



Change of Occupancy (if required)

- **Exempt:** If the business that previously occupied the space is the same business type as the new occupant.
- **Required:** If the business that previously occupied the space is a different business type of the new occupant, this will require a building permit and payment of additional fees. A zoning representative will notify you upon application review if a Change of Occupancy is required.

You can apply for a Change of Occupancy permit through the Building Division by appointment only. You can also join a specialty line at City Hall, online via QLess, the QLess app, or by text message.

[Scan here to join a line or make an appointment](#)



[Scan here for more info on Change of Occupancy.](#)



Preparing for your BTR Fire Inspection

The Division of Fire Prevention provides courtesy site inspections to determine if anything needs to be brought up to the current Fire Code. 239-242-3264.

Please make sure any open Building permits are closed before proceeding with the Fire inspection. You will not be able to call in your inspection until planning, zoning, and once all reviews including planning, zoning, open permits, and building reviews have been completed, then you will be able to proceed with scheduling your BTR Fire Inspection. A Zoning Compliance customer service representative will email you when you can schedule the Fire Inspection for the local Business Tax Receipt.

[Scan for fire inspection details.](#)



Issuing your Local Business Tax Receipt

Business Tax Receipts are issued by the City Clerk's Department via email and will also provide your Zoning Compliance Certificate. If your business requires a state license, City staff will request it at this time, but you are responsible for obtaining it beforehand.

After receiving a City Local Business Tax Receipt, You will need a Lee County BTR

Apply for a Lee County Local Business Tax Receipt. The Cape Coral Business Tax Receipt is required when applying with the County.

Directory

Office of Economic & Business Development: Resources and information for local, regional, and national businesses.

- 239-574-0447

Planning & Zoning: Zoning compliance, future land use, commercial sign permits, and alcohol beverage and tobacco applications.

- **Planning:** 239-574-0553 or 239-573-3177
zoning@capecoral.gov

City Clerk's Department

- **BTR:** 239-574-0430
businesstaxreceipts@capecoral.gov

Building Department: Permitting, building inspections, and floodplain management.

- **Permitting:** 239-574-0546
permits@capecoral.gov
- **Administration:** 239-574-0549
- **Inspection Scheduling:** 239-573-3173

Florida Department of State:

- sunbiz.org

Contractor Registration

- 239-574-0870
- ContractorRegistration@capecoral.gov

Florida Department of Business and Professional Regulation:

- myfloridalicense.com/dbpr
- 850-487-1395

Lee County Tax Collector:

- leetc.com
- 239-533-6000
- 1039 SE 9th Place, Cape Coral

Cape Coral Fire Department - Inspections:

- capecoralfire.com/fire-inspections
- 239-242-3264