



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

How can I register my State Certified Contractor's license with the City of Cape Coral?

Our registration has two steps:

1. Create an account with a valid email at [EnerGov Customer Self-Service \(CSS\) portal](#) using the same exact information of the state license certificate (Contractor's "qualifier" and company name).
 - **Please note that each qualifier or entity must use a different email that is currently not in use.**
 - **After the account is verified with the one time code, go back to the [EnerGov Customer Self-Service \(CSS\) portal](#) and login for the first time to finish the online registration process.**
2. Submit/email the following documents in PDF format to contractorregistration@capecoral.gov
 - Registration form - NOTARIZED and STAMPED ([Contractor Registration Form](#)).
 - Clear copy of contractor (qualifier) valid Identification.
 - Copy of State Certified License.