



## CITY OF FORT MYERS, FLORIDA

Community Development Department  
Planning Division-Business  
1825 Hendry Street-Suite 101  
Fort Myers, FL 33901  
(239) 321-7990

### **Business Application Checklist**

All documents and fees will be required at time of submittal. A Business Tax Receipt (BTR) will be issued upon completion. Check all boxes below that pertain to your business and submit copies:

**Location:** Business must be located within the City Limits. Please visit: <http://leepa.org>.

**Zoning:** Check zoning requirements at your business location. Call (239) 321-7994.

**Building:** Check building code regulations **FOR CHANGE OF USE**. Call (239) 321-7931.

**Impact Fees:** May apply if it's a CHANGE OF USE. Call (239)321-7448.

**Application:** Complete and submit a City of Fort Myers BTR application. <http://cityftmyers.com>.

**Statement of Acknowledgement:** Form provided at: <http://cityftmyers.com>.

**Business Name:** Full legal name: or is a registered trademark, a Fictitious Name and/or Articles of Incorporation. Information is available at our office or online at <http://www.sunbiz.org>.

**Building / Site Plans:** May be required by Building Department (239)321-7921 or Fire Department (239)321-7350.

**IRS:** Business Federal Employer Identification Number or Social Security card. Please visit: <http://www.irs.gov> 1-800-829-4933.

**Department of Revenue :** When sales tax is collected you are required to have a sales tax number. Please visit: <http://www.floridarevenue.com> or call 239-338-2400.

**State Certificates or Licenses:** Any and all required State Licenses or Certifications shall be provided.

**Professions:** All regulated professionals (cosmetologists, therapists, medical professionals, etc.) need to submit a copy of their state issued license and must obtain an additional BTR.

**Department of Agriculture:** This certificate is required for business such as auto repair; paint and body shop, telemarketing, travel sales, health or physical fitness studio, pawnbroker, food establishment. Please visit: [www.freshfromflorida.com](http://www.freshfromflorida.com) or call (800) 435-7352.

**Department of Business and Professional Regulation (DBPR):** issues a certificate for such businesses as certified public accounts, hotels restaurants, etc. Please visit: [www.myfloridalicense.com](http://www.myfloridalicense.com) or call 1-800- 435-7352.

**Car lots:** Auto check list, 8x11 site plan, copy of lease, and copy of your Dealers License.

**Edison Mall:** Please provide map of location and copy of lease.

**License Transfer:** A current City of Fort Myers BTR and a copy of the Bill of Sale and other documentation for proof of ownership change.

**Chapter 82 City/Code & Ordinances: Sec. 82-159. - Occupations, businesses, professions and privileges falling into more than one classification.** Whenever any occupation, business, profession or privilege shall fall into more than one of the classifications contained in the local business tax schedule, such occupation, business, profession or privilege shall be required to comply with the local business tax requirements of each classification or privilege.

**Chapter 82 City/Code & Ordinances: Sec. 82-163. - Certificate of competency required.** Whenever it is provided by an ordinance of the city or state law that an examination must first be passed by any applicant for a local business tax receipt, no local business tax receipt shall be issued unless the recipient of a local business tax receipt holds a current certificate of competency to engage in the respective field of work. **State Law reference**— Similar provisions, F.S. § 205.193 et seq.

## **INSPECTION REQUIREMENTS**

Upon the completion of the Zoning and Building Departments review of the application the Building Department will receive notice that your inspection is ready to be scheduled. If additional information is needed, applicant will be contacted by the requesting department for any required information.

After signoff is completed by the Zoning and Building Departments you will be contacted by the Building Department to setup your initial Building and Fire inspections. Contact will be made within ten (10) business days from receipt. A representative from the business must be on site for the building and fire inspections to be conducted.

Applicant will be required to contact the appropriate division if a re-inspection is required, once all corrections have been completed.

Once all inspections have been completed and approved you will be issued your completed Certificate of Use from the Building Department.

Failure to comply, within the time specified on the inspection report, will result in a cancelled application requiring you to reapply and pay full inspection fees.

**If applicant fails to comply with the conditions of the building or fire inspections the application for TAX RECEIPT will be voided, and a non-compliance letter will issued as well as a visit from the Business Tax officer.**

### **BUSINESS HOURS:**

Monday–Friday 7:30 AM – 4:30 PM  
Business Tax Receipt: (239) 321-7990  
Fire Department: (239) 321-7350  
Building Department: (239) 321-7931