



CITY OF FORT MYERS, FLORIDA

Community Development Department
Planning Division-Business Tax
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) 321-7935.

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> (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 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/dpbr or call (850) 487-1395

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.



CITY OF FORT MYERS
LOCAL BUSINESS TAX APPLICATION
 1825 Hendry Street, Suite 101, Fort Myers, FL 33901
 Office Telephone: (239) 321-7990 ~ Office Fax: (239) 344-5937

Business Address: _____ **Zip Code:** _____

Business Owner/Corp: _____

Business Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____ **Email:** _____

Business/Professional Name (DBA): _____

DETAILED description of business activity: _____

Business Local Phone/Contact Name (Owner/Officer): _____

Management Company Contact Information: _____

Circle One: EIN or SS# _____ **Number of Employees:** _____

Florida State Sales Tax # _____ **Square Footage (Commercial Locations Only)** _____

Check One: Residential Commercial

I UNDERSTAND THAT IF A CHANGE IN THE TYPE OF BUSINESS TO OPERATE AT THIS ADDRESS REQUIRES THE ISSUANCE OF A NEW CERTIFICATE OF USE, I WILL BE REQUIRED TO APPLY FOR A BUILDING PERMIT AND SUBMIT PLANS FROM A STATE-REGISTERED DESIGN PROFESSIONAL TO THE CITY BUILDING DEPARTMENT. I HEREBY DECLARE THE PRECEDING STATEMENTS TO BE TRUE TO THE BEST OF MY KNOWLEDGE AND HAVE READ AND UNDERSTAND THE TAX RECEIPT INFORMATION SHEET.

SIGNATURE (Owner/Officer) **Title** **Date**

Square Footage	Zoning Certificate	Inspections			Certificate of Use	Total
		Fire	Building	Zoning		
1,000 or less	\$25.00	\$30.00	\$30.00	\$25.00	\$35.00	\$145.00
1,001 - 2,500	\$25.00	\$40.00	\$40.00	\$25.00	\$35.00	\$165.00
2,501 - 5,000	\$25.00	\$50.00	\$50.00	\$25.00	\$35.00	\$185.00
5,001 - 7,500	\$25.00	\$60.00	\$60.00	\$25.00	\$35.00	\$205.00
7,501 - 10,000	\$25.00	\$70.00	\$70.00	\$25.00	\$35.00	\$225.00
10,001 - 12,500	\$25.00	\$80.00	\$80.00	\$25.00	\$35.00	\$245.00
12,501 - 15,000	\$25.00	\$90.00	\$90.00	\$25.00	\$35.00	\$265.00
15,001 - 17,500	\$25.00	\$100.00	\$100.00	\$25.00	\$35.00	\$285.00
17,501 & Up	\$25.00	\$110.00	\$110.00	\$25.00	\$35.00	\$305.00

FIRE INSPECTION FEE IS BASED ON SQUARE FOOTAGE, BUSINESS TAX FEES ARE ADDITIONAL

Office Use Only

BUS _____ - _____
Date: _____
By : _____ **Ordinance:** _____

Check if location has or will have a:

- ATM Machine**
 Western Union

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



STATEMENT OF ACKNOWLEDGEMENT
PLEASE INITIAL ALL BOXES PERTAINING TO YOUR BUSINESS TAX.
WHICH, THE UNDERSIGNED, HEREBY ACKNOWLEDGES THE APPLICATION FOR
BTR REQUIRES:

	<p>ZONING: Approval from the Zoning Officer for use of a space, building or land is required. Businesses must comply with The City of Fort Myers Land Development Code, and all state and federal regulations.</p>
	<p>BUILDING DIVISION: Approval for use: a structural review is required to determine whether permits are required, if the new business is considered a change of use/occupancy from the previous use, and if any code violations exist on the property prior to inspections commencing.</p>
	<p>FIRE DIVISION: Approval of the Fire Prevention Inspection must be obtained before occupying any space. Please contact the Fire Prevention division with any questions you may have at (239) 321-7350.</p>
	<p>CHANGE OF BUILDING USE/OCCUPANCY CLASSIFICATION: Requires design professional plans to be submitted to obtain a permit to change the use and bring the building/space into compliance with all current codes. May require fire separation from adjacent tenant space, fire protection and/or fire alarm, communication system, etc. A change of use may also require the payment of impact fees.</p>
	<p>ALL BUILDING INSPECTIONS: Must be approved before a Certificate of Use is issued. New businesses are NOT permitted to move into a location prior to the successful completion of the inspections.</p>
	<p>CERTIFICATE OF USE: This document will be issued after all internal reviews are complete, and all required Building and Fire inspections are successfully completed. You will be notified to pick up your Business Tax, Certificate of Use, and Zoning Certificate, once approved.</p>
	<p>FOR NEW BUSINESS: I certify that no business activity has commenced prior to the issuance of this Business Tax Receipt, Certificates of Use and Zoning. If I do conduct business without first obtaining both my Business Tax Receipt and Certificate of Use, I am in violation of Fort Myers Code of Ordinances, section 82-201, and subject to immediate closure. If I continue to conduct business after being instructed to close, I will be subject to further enforcement action.</p>
	<p>FOR AN EXISTING BUSINESS (<i>Name change only or purchasing existing business</i>): I understand a separate permit must be secured prior to any improvements to the building or site commencing, including but not limited to, ELECTRICAL, PLUMBING, MECHANICAL, SIGNS, WALLS, STRUCTURAL OR NON-STRUCTURAL</p>
<p align="center">INITIALS</p>	<p>Business Name: _____</p> <p>Address: _____</p> <p>Print Name: _____</p> <p>Signature: _____</p> <p>Local Phone: _____</p>



FORT MYERS FIRE DEPARTMENT FIRE PREVENTION BUREAU

2033 Jackson Street
Fort Myers, FL 33901
239.321.7350 tel
239.344.5913 fax
www.fortmyersfire.com



Below you will find a list of some of the most common fire issues our inspectors will be concerned with during your fire inspection. Hopefully, this will give you the opportunity to address these issues prior to your inspection. Keep in mind this is only a summary; there may be additional issues which may have to be addressed.

1. All commercial buildings and multiple-family dwellings shall be posted with building numbers not less than ten inches in height. All building numbers required by this article shall be Arabic or block, and shall be of a contrasting color with the background surface to which such numbers are affixed. (Sec. 78-64)
Four inch unit numbers are also required if there are multiple businesses on the front and rear doors.
2. Fire extinguishers shall be provided with a current **STATE CONTRACTOR'S TAG**. (NFPA-10)
3. All wiring shall comply with NFPA-70, missing or damaged outlet or switch plate covers shall be replaced, all exposed wiring shall be covered, and all open spaces located in the electrical panel shall be covered with approved covers, electrical panels to have all breakers properly labeled.
4. Extension cords shall not be used as permanent wiring. (NFPA-1:11.1.7.6) However power strips equipped with over load protection may be used.
5. Doors shall be arranged to be opened readily from the egress side whenever the building is occupied. Locks, if provided, shall not require the use of a key or special knowledge or effort for operation from the egress side. In the event that the authority having jurisdiction feels there is a security issue, an approved sign with one inch letters stating "**THIS DOOR SHALL REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED**" will be acceptable. (NFPA 101:7.2.5.5.1)
6. All emergency lighting shall be operable. In some instances additional emergency lighting may be required. (NFPA 101:7.9)
7. All exit lighting shall be operable using both A/C and D/C power, where applicable. (NFPA 101:7.10)
8. Means of egress shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency (NFPA 101:7.1.10.1)
9. Fire separation between occupancies shall be maintained for proper rating as required by the (Florida Fire Prevention Code).
10. If building is equipped with a fire alarm system, it shall be maintained in accordance with NFPA 72-chapter 14.
11. All fire alarms located within the City of Fort Myers shall be registered with the Fire Prevention Bureau in accordance with Sec. 40-11 of the Fort Myers Code.

12. Buildings equipped with fire sprinkler systems shall be maintained in accordance with NFPA 25: chapter 4 and NFPA 13: chapter 26.
13. Cooking equipment that produces grease-laden vapors and that might be a source of ignition of grease in the hood, grease removal device, or duct shall be protected by fire-extinguishing equipment. NFPA 96: 10.1.2
14. Automatic fire-extinguishing systems shall comply with ANSI/UL 300, Standard for Fire Testing of Fire Extinguishing Systems for Protection of Restaurant Cooking Areas, or other equivalent standards and shall be installed in accordance with the requirements of the listing. (NFPA 1:50.4.4.3) [96:10.2.3]
15. Maintenance of the fire-extinguishing systems and listed exhaust hoods containing a constant or fire-activated water system that is listed to extinguish a fire in the grease removal devices, hood exhaust plenums, and exhaust ducts shall be made by properly trained, qualified, and certified person(s) acceptable to the authority having jurisdiction at least every 6 months. (NFPA 96: 11.2.1)
16. Any cooking operations involving the use of combustible cooking media (vegetable or animal oils and fats) are required to provide a **Class K** extinguisher. (NFPA 1: 13.6.7.4.5)
17. Existing required handrails shall be not less than 30 in. (760 mm), and not more than 38 in. (965 mm), above the surface of the tread, measured vertically to the top of the rail from the leading edge of the tread. (NFPA 101: 7.2.2.4.4.2)
18. Stairs and ramps shall have handrails on both sides, unless otherwise permitted in 7.2.2.4.1.5 or 7.2.2.4.1.6. (NFPA 101: 7.2.2.4.1.1)
19. Interior finish, contents, and furnishing such as wall covering, drapes, etc. shall have the proper flame spread ratings, which are required for the use group being inspected. (NFPA 101-10)
20. Ceiling Tiles and Ceiling Assemblies. Where automatic sprinklers or automatic detectors are installed, ceilings necessary for the proper actuation of the fire protection device in accordance with NFPA 13 shall be maintained. (NFPA 101: 13.3.3.3) (NFPA 101: 13.7.4.3.9)
21. A door leaf normally required to be kept closed shall not be secured in the open position at any time and shall be self-closing or automatic-closing in accordance with 7.2.1.8.2, unless otherwise permitted by 7.2.1.8.3. (NFPA 7.2.1.8.1)
22. Repair garages shall be provided with approved metal receptacles with self-closing covers and shall be provided for the storage or disposal of oil-soaked waste or cloths. (NFPA 30A :7.9.5)
23. Smoking shall be prohibited except in designated areas subject to the approval of the authority having jurisdiction. No Smoking Signs shall be provided throughout. (NFPA 30A: 9.7.9.7)
24. Spray application operations and processes shall be confined to spray booths, spray rooms, or spray areas, as defined in this standard. NFPA 33: 4.1
25. Spray areas, which include by definition any associated exhaust plenums and exhaust ductwork, any particulate filters, any solvent concentrator units, any recirculation air supply units, and mixing rooms, shall be protected with an approved automatic fire protection system. (NFPA 33: 9.1)

26. Flammable and combustible liquids shall be stored in accordance with the following.
(NFPA 33)

27. All kiosks and carts at the Edison mall will be required to have a state tagged 2A10BC fire extinguisher.

Hopefully, the information provided in this letter will help to guide you through our inspection procedures. It is our intent to assist all business owners with any information that may apply to the type of business you may own or operate. Please feel free to contact our office with any concerns you may have so that we may assist you.

Our office hours are Monday through Friday 7:30 am to 4:30 pm and we may be reached at (239) 321-7350



**FORT MYERS
FIRE DEPARTMENT
FIRE PREVENTION BUREAU**

2033 Jackson Street
Fort Myers FL 33901
Tel: 239.321.7350
Fax: 239.344.5913

www.fortmyersfire.com



INFORMATION SHEET

THIS FORM SHALL BE COMPLETED PRIOR TO THE FIRE INSPECTOR'S ARRIVAL AND BE GIVEN TO THE FIRE INSPECTOR UPON ARRIVAL.

THE LICENSE APPLICANT OR A REPRESENTATIVE MUST BE PRESENT AT THE TIME OF THE INSPECTION. PLEASE BE ADVISED THAT YOUR INITIAL INSPECTION WILL BE SCHEDULED THROUGH THE BUILDING DEPARTMENT.

1. Name of Business _____
2. Address of Business _____
3. Business Phone Number _____
4. Name of Manager _____
email: _____
5. Phone Number of Manager _____
6. Name of Business Owner _____
email: _____
7. Phone Number of Business Owner _____
8. Name of Building Owner _____
email: _____
9. Address of Building Owner _____
10. Phone Number of Building Owner _____
11. Name of First (1st) Emergency Contact:

Phone Number _____
12. Name of Second (2nd) Emergency Contact:

Phone Number _____

PLEASE CONTACT OUR OFFICE AT (239) 321-7350 WITH ANY QUESTIONS