



## Local Business Tax Checklist

**Check one:**    Original    Transfer

To obtain a Lee County Local Business Tax Receipt, complete and submit a Local Business Tax Application and provide the following:

**Business Name:**

If your business is operating and/or advertising under a name other than your full legal name, a corporate name, LLC, LLP, Partnership or Trademark, attorney, regulated by Department of Business & Professional Regulation, or the Department of Health, a Fictitious Name Registration is required.

**Zoning Approval:**

Prior to the issuance of the Lee County Local Business Tax Receipt, the business location must be properly zoned.

**City Locations:**

If the business is located within city limits, a city local business tax receipt or city zoning approval must be obtained before applying for a county business tax receipt.

Contact the appropriate agency:

<a href="#">Bonita Springs</a>	239.444.6150
<a href="#">Cape Coral</a>	239.574.0430
<a href="#">Fort Myers</a>	239.321.7990
<a href="#">Fort Myers Beach</a>	239.765.0202
<a href="#">Sanibel</a>	239.472.9615
<a href="#">Village of Estero</a>	239.221.5035

**Unincorporated Lee County:**

If the business is operating from a residential location and the type of business is on the [Zoning Exemption List](#), complete the [Home/Truck affidavit](#) and submit the signature page with your application.

If the business is operating in a commercial location, contact [Lee County Community Development](#) for zoning requirements and approval at 1500 Monroe St., Ft. Myers, 239.533.8329.

If the business is located outside Lee County, provide a copy, if issued, of the current city or county local business tax receipt.

**EIN or Social Security #:**

An Employer ID Number (EIN) or Social Security Number is required.

**Tangible Taxes:**

After issuance of your Local Business Tax Receipt contact the [Property Appraiser's office](#) at 239.533.6100.

**Regulated Certificates or Licenses:**

A copy of the current Lee County or State of Florida certification is required. Contact the appropriate agency to obtain the required certificate or license.

Auto repair, paint & body shop, health or physical fitness <a href="#">Department of Agriculture and Consumer Services</a> (DOACS)	800.435.7352
Contractor - Lee County Competency Card (LCCC) <a href="#">Lee County Contractor Licensing</a>	239.533.8895
Contractor - State certified <a href="#">Department of Business and Professional Regulation</a> (DBPR)	850.487.1395
Pest Control Company <a href="#">Bureau of Entomology and Pest Control</a> (BEPC)	850.617.7997
Professional Landscaping Company <a href="#">Best Management Practices</a> (BMP) / University of Florida (IFAS)	239.533.7503
Professional such as a doctor, nurse, therapist, etc. <a href="#">Department of Health</a> (DOH)	850.488.0595
State Certified Business or Professional such as a certified public accountant, hotel, restaurant, cosmetology, pawnbroker, etc. <a href="#">Department of Business and Professional Regulation</a> (DBPR)	850.487.1395

**License Transfers:**

Complete a new Local Business Tax Application.

Submit the current Lee County Local Business Tax Receipt.

Provide a copy of the bill of sale or other documentation of ownership changes.

**Miscellaneous Maintenance:**

A business operating under category property maintenance or miscellaneous maintenance or repair service, etc. is very restrictive in nature. The owner must submit a signed [Miscellaneous Maintenance Affidavit](#). This form may be obtained from any Lee County Tax Collector's office or by visiting our official website [www.leetc.com](http://www.leetc.com).