



# Local Business Tax Application

Check one: Original      Transfer

1. Type of business: \_\_\_\_\_ EIN/SSN(Required): \_\_\_\_\_

2. Business name (Doing Business As): \_\_\_\_\_

**If the business is exempt from filing a Fictitious Name Registration, check the appropriate box below:**

Business name indicates my full legal name

Business name is a corporation, LLC, LLP, Partnership or registered trademark

Attorney, regulated by Department of Business & Professional Regulation, or regulated by the Department of Health

3. Corporate/Owner Name: \_\_\_\_\_

Licensed Professional/Qualifier Name: \_\_\_\_\_

Last Name

First Name

Middle Initial

4. Professional/Qualifier County/State License or Certification Number: \_\_\_\_\_

*Note: Enter license number and attach a copy of your current license or certification.*

5. Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Business Location: Residential      Commercial      Parcel (STRAP): \_\_\_\_\_

6. Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

7. Business Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

8. Email: \_\_\_\_\_

9. Opening date at this location in Lee County: \_\_\_\_\_

10. Changes to an existing Local Business Tax Account:

Current Local Business Tax Receipt Number: \_\_\_\_\_

**Check All Boxes That Apply:**

No Fee:

Fee: \$3.00

Business/Owner Name

Transfer of Ownership – Include copy of Bill of Sale

Mailing Address

Physical Address

Type of Business

**Under penalties of perjury, I hereby declare the information above is true and correct to the best of my knowledge.**

Owner/Qualifier Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Approval: This section must be completed by the applicable city/county zoning agency.

**Refer to zoning approval requirements on reverse side.**

HOL-USE or COM#: \_\_\_\_\_

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Local Business Tax Information

### Local Business Tax Fee:

Full Year Fee (Oct – Sept): \$50.00

Half Year Fee (Apr – Jun): \$25.00

Quarter Year Fee (Jul – Sept): \$12.50

### Other Services and Fees:

To obtain information and fees for an Escort Service, Flea Market, Going Out of Business/Fire Sale, Professional Landscape, Special Event, or a Transient Merchant, contact the Lee County Tax Collector's office at 239.533.6000.

### Payment Options:

- Check or money order made payable to Lee County Tax Collector
- Cash, check, money order, debit card (PIN required), and all major credit cards. A convenience fee is charged when using a credit or debit card and is subject to service provider rates which may vary. No portion of this fee is retained by the Tax Collector's office.

### 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 one of the cities listed below, 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:

|                   |              |  |
|-------------------|--------------|--|
| Bonita Springs    | 239.444.6150 | <a href="http://www.cityofbonitaspringscd.org">www.cityofbonitaspringscd.org</a> |
| Cape Coral        | 239.574.0430 | <a href="http://www.capecoral.net">www.capecoral.net</a>                         |
| Fort Myers        | 239.321.7990 | <a href="http://www.cityftmyers.com">www.cityftmyers.com</a>                     |
| Fort Myers Beach  | 239.765.0202 | <a href="http://www.fortmyersbeachfl.gov">www.fortmyersbeachfl.gov</a>           |
| Sanibel           | 239.472.9615 | <a href="http://www.mysanibel.com">www.mysanibel.com</a>                         |
| Village of Estero | 239.221.5035 | <a href="http://www.estero-fl.gov">www.estero-fl.gov</a>                         |

#### 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. This information is available on our official website at [www.leetc.com](http://www.leetc.com). All other residential businesses must contact Lee County Community Development at 239.533.8329 or [www.leegov.com/dcd](http://www.leegov.com/dcd) for zoning approval.

If the business is operating from a commercial location, Lee County Community Development must complete the "Zoning Approval" section on the application or attach a copy of the Certificate of Use or Certificate of Occupancy.

### Tax Collector Office Hours

Monday – Friday 8:30 a.m. to 5:00 p.m. (except holiday closings)

**Information/Questions:** Call 239.533.6000 or visit our official website at [www.leetc.com](http://www.leetc.com)  
PO Box 1549 • Fort Myers, FL • 33902