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:
- **Bonita Springs**: 239.444.6150
- **Cape Coral**: 239.574.0430
- **Fort Myers**: 239.321.7990
- **Fort Myers Beach**: 239.765.0202
- **Sanibel**: 239.472.9615
- **Village of Estero**: 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
  Department of Agriculture and Consumer Services (DOACS) 800.435.7352

☐ Contractor - Lee County Competency Card (LCCC)
  Lee County Contractor Licensing 239.533.8895

☐ Contractor - State certified
  Department of Business and Professional Regulation (DBPR) 850.487.1395

☐ Pest Control Company
  Bureau of Entomology and Pest Control (BEPC) 850.617.7997

☐ Professional Landscaping Company
  Best Management Practices (BMP) / University of Florida (IFAS) 239.530.5953

☐ Professional such as a doctor, nurse, therapist, etc.
  Department of Health (DOH) 850.488.0595

☐ State Certified Business or Professional such as a certified public accountant, hotel, restaurant, cosmetology, pawnbroker, etc.
  Department of Business and Professional Regulation (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.