



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.