



# 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:**

<u>No Fee:</u>	<u>Fee:</u> \$3.00
<input type="checkbox"/> Business/Owner Name	<input type="checkbox"/> Transfer of Ownership – Include copy of Bill of Sale
<input type="checkbox"/> Mailing Address	<input type="checkbox"/> Physical Address
	<input type="checkbox"/> 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.

<b>Refer to zoning approval requirements on reverse side.</b>
HOL-USE or COM#: _____
Approved By: _____ Title: _____ Date: _____

## Business Tax Information

### 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 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, Tuesday, Wednesday, and Friday - 8:30 a.m. to 5:00 p.m.

Thursday - 9:00 a.m. - 5:00 p.m.

*(except holiday closings)*