



Tax Collector

Noelle Branning

# Business Tax

## CHECKLIST

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

**CHECK ONE:**  Original  Transfer

### 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 Business Tax Receipt, the business location must be properly zoned.

### City Locations:

- If the business is located within city limits, a city 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 business tax receipt.

### EIN or Social Security #:

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

### Tangible Taxes:

- After issuance of your 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.

<input type="checkbox"/> Auto repair, paint and body shop, health, or physical fitness <a href="#">Department of Agriculture and Consumer Services</a> (DACS)	800-435-7352
<input type="checkbox"/> Contractor - State certified <a href="#">Department of Business and Professional Regulation</a> (DBPR)	850-487-1395
<input type="checkbox"/> Pest Control Company <a href="#">Bureau of Entomology and Pest Control</a> (BEPC)	850-617-7997
<input type="checkbox"/> Professional Landscaping Company <a href="#">Best Management Practices</a> (BMP) / University of Florida (IFAS)	239-533-7503
<input type="checkbox"/> Professional such as a doctor, nurse, therapist, etc. <a href="#">Department of Health</a> (DOH)	850-488-0595
<input type="checkbox"/> 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 Business Tax Application.
- Submit the current Lee County 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 by visiting our official website [www.LeeTC.com/forms-and-documents/](http://www.LeeTC.com/forms-and-documents/) and looking under the Business Tax tab.



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For more information, visit:  
[LeeTC.com/businesses](http://LeeTC.com/businesses)