



DEPARTMENT OF COMMUNITY DEVELOPMENT
CERTIFICATE OF USE/BUSINESS TAX APPLICATION
 Questions: 239-574-0553 or planningquestions@capecoral.net

FEE: \$182.00 (\$110 application fee and \$72 fire inspection fee).

YELLOW AREA FOR OFFICE USE ONLY	
CU# _____	
BLOCK _____ LOT _____ CO DATE _____	
STRAP # _____	
PERMIT # _____	
ZONING _____	LU _____
DATE _____	CSR _____

YELLOW AREA FOR OFFICE USE ONLY

Continued Use
 1st Tenant
 Change of Use
 Desk Space

Change of Occupancy
 Occupancy Type from _____ to _____ per _____ (initial)

Primary Business Name: _____ CU #: _____

Change of Business Owner: Yes No
 NAICS #: _____

Prior Owner/Occupant: _____ Business Type: _____ CU#: _____

New Business Classification: _____

Parking Regs: _____ Spaces Req'd: _____ Spaces on Site: _____ H/C on Site: _____

Notes/Comments/Special Instructions: _____

FIRE/ZONING INSPECTION

Caller's Name: _____ Caller's Phone #: _____

Inspection Date: _____ CSR: _____

APPLICANT INFORMATION

Business Site Address:	Suite/Unit #:	Unit Ft ² :	Building Ft ² :
Legal Business name (BN):			
DBA:			
Phone #:	Fax #:	Days of Operation:	Hours of Operation:
Business Owner Name:			
Mailing Address:	City:	State:	Zip:
Email Address:	Phone #:		
Website Address:	Fax #:		
Local Manager(s) Name (BM):	BM Phone #:		
Owner of Building (OB):	OB Phone #:		
Local Emergency Contact (RP):	RP Phone #:		
Business Description (Describe what you do):			



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Check One (if applicable): New Business Relocation (within Cape Coral) Expansion

Other Location in Cape Coral: Yes No Address: _____ CU#: _____

Prior Location a Home Based Business: Yes No Address: _____ CU#: _____

Has Location been Vacant: Yes No If Yes, How Long? _____ Is Unit of Septic System: Yes No

Is any portion of your net floor area or gross revenue derived from sexually oriented items/activities? Yes No
 If yes, what percentage?: _____

of Company Vehicles: _____ # of Employees: _____

Restaurant/Assembly Seating Capacity (if applicable): _____ Outdoor Display Area (if applicable): _____

Remodeling? (Electrical/Plumbing) Yes No If yes, Permit #: _____ Final Inspection Date: _____

APPLICANT SIGNATURE

The information on this application is true and complete to the best of my knowledge. You must sign in your corporate capacity if the business is under a LLC, Trust, LP or similar business entity.

Printed Name _____ Title _____

LOCAL BUSINESS TAX INFORMATION

FED Tax ID and or SS#: _____

Do you currently have a local business tax receipt or Competency License in the City of Cape Coral? Yes No

If yes, what is the receipt or license numbers? _____

Do you have or have you applied for: *Fictitious Name* Yes No *Corp Papers* Yes No *State License* Yes No

Date Applied: _____

COIN OPERATED MACHINES: (State type of machine, how many, location of machines and the amount of money to activate the machine)

INSURANCE OFFICES: (List Companies Represented)

GAS STATIONS: Number of Pumps _____ Number of Bays _____

If such a business is conducted from a vehicle, state number of vehicles used: _____

Upon completion of Certificate of Use and City Local Business Tax process, receipt holder MUST go to the County to obtain a County Receipt.

NOTICE

Please be advised that it is the responsibility of the applicant to advise the City Clerk's Office of any information on the application form that is exempt from public disclosure or confidential pursuant to state or federal law. Applicant must provide the City Clerk with information that is sufficient for the Clerk to determine whether the information is confidential or entitled to be exempt from disclosure. The City of Cape Coral, its officers, employees, or agents are not liable for any unauthorized release of exempt or confidential information regarding any applicant.

SIGN PERMIT INFORMATION

Prior to erecting a sign advertising a business, and after applying for a Certificate of Use, a sign permit must be obtained through the Planning Division. If you are a tenant in the building, you must supply a notarized authorization from the property owner or the owner's authorized representative. **Desk Space businesses may only have signs listed in Section 7.9 of the Land Use Development Regulations.** Information on sign requirements and the permit application may be found on the Planning Division's website located at www.capecoral.net.