



# **CITY OF CAPE CORAL**

Department of Community Development / Licensing/Business Tax Division

## **FREQUENTLY ASKED LICENSING QUESTIONS**

Revised 2/26/2010

### **What is the address for City of Cape Coral?**

#### **MAILING:**

City of Cape Coral  
Attn: Licensing/Business Tax Division  
P.O. BOX 150027  
Cape Coral, FL 33915-0027

#### **PHYSICAL:**

City of Cape Coral  
1015 Cultural Park Blvd.  
Cape Coral, FL 33990

### **What is the City of Cape Coral's PHONE & FAX numbers for Licensing /Business Tax Division?**

(239) 574-0430 (Telephone)

(239) 574-0432 (Fax)

[www.capecoral.net](http://www.capecoral.net)

### **How do I file a Fictitious Name or a Corporation?**

If you choose to work under anything other than your legal name, you will need to file that name with the Division of Corporations. You can file your fictitious name or your Corporation online at [www.sunbiz.org](http://www.sunbiz.org) or contact the Secretary of State at (850) 245-6058. If you file it online it takes 24-48 hours for the name to register on their website, if you register by mail, it may take up to 3 weeks.

### **What do I need to start my business if my office is located in Cape Coral?**

Your first step would be to register your Fictitious name with the Division of Corporations. Once the name is posted on their website, you would need to come in to City Hall to process and pay for your Business Tax Receipt. You would then need to go to the Lee County Tax Collector's Office to obtain your County Business Tax Receipt, you are required both.

### **Where do go to obtain my Lee County Business Tax Receipt?**

Lee County Tax Collector (they are located across the street from the Cape Coral main post office).  
1039 SE 9<sup>th</sup> Place  
Cape Coral, FL 33990  
(239) 533-6000

### **Where can I get my Employer Identification number?**

You can obtain your EIN number at the IRS website  
<https://sa2.www4.irs.gov/modiein/individual/index.jsp>

### **Where can I get my Annual Resale Certificate for Sales Tax number?**

You may go to the Florida Department of Revenue website at <http://dor.myflorida.com/dor/> to get information and an application for an Annual Resale Certificate for Sales Tax. Their local field office is located at:

**State of Florida Service Center**  
**2295 Victoria Avenue**  
**Ft. Myers, FL**  
**(239) 338-2400**

**Where can I get information about the requirements for Worker's Compensation exemption?**

Fort Myers bureau of Compliance  
2295 Victoria Ave, Suite #163  
Fort Myers, FL 33901  
Tel: 239-461-4083  
Fax: 239-461-4090

**How can I become a Florida State Certified Contractor?**

Contact the Department of Business & Professional Regulations (DBPR) at:  
(850) 487-1395, website: [www.myfloridalicense.com](http://www.myfloridalicense.com)

**What are the requirements needed to register a State Certified Contractor's license?**

- 1) Original paperwork
- 2) Copy of qualifiers driver's License
- 3) Copy of State Certified Contractor's License
- 4) Business Tax Receipt from office location
- 5) \$10.00 Administration Fee for all State Certified Contractors

**How can I become a Specialty Contractor?**

Call (239) 533-8895 for information regarding the Thomson Prometric Exam. After taking and passing the exam, fill out our application, which requires credit reports (for the company and the individual), 3 notarized letters of recommendation and the exam results. After obtaining and submitting all the information required in the application, you will go before our Licensing Board. They meet the 4<sup>th</sup> Wednesday of every other month at 6:00 p.m. in the Council Chambers at City Hall. Please call our office at (239) 574-0430 for the exact meeting dates. We need all the information to us thirteen days prior to the meeting. The License fee is \$75.00 for all Specialty contractors per year and is prorated. Our fiscal year begins on October 1 and ends September 30.