



**Licensing Office/
Business Tax Receipt**

Phone: (239) 574-0430

Hours of Operation:
Monday – Friday
7:30 a.m. – 4:30 p.m.



Cape Coral Economic Development
Visit: www.bizcapecoral.com
Call: (239) 574-0444
Toll Free: (866) 573-3089
Email: ecodev@capecoral.net

Licensing a Home Based Business

in Cape Coral



**Department of Community
Development (DCD)**

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

www.capecoral.net

BEFORE Starting Business Activities:

Register your corporate or fictitious name with the Florida Department of State at: www.sunbiz.org.

DBA (Doing Business As) must also be registered.

- ☑ **Apply for any needed state licenses at: www.myfloridalicense.com/dbpr** (real estate agent, cosmetologist, mortgage broker, contractor, etc.)

The name on the application for your state license must be identical to the business name you registered with the Florida Department of State. Verify the state requirements with a customer service representative in the **City's Licensing Office: (239) 574-0430**

This could help avoid delays.

- ☑ **Apply for a Business Tax Receipt (BTR),** formerly Occupational License, **at the City's Licensing Office at City Hall: (239) 574-0430**

You can print the application from the EDO website **www.bizcapecoral.com** under Licenses & Permits.

- ☑ Please bring with you a completed **Home Business Affidavit**, available on the EDO website under Licenses & Permits.

Your Business Tax Receipt will be issued immediately once your payment has been processed.

Most annual fees range from \$50 to \$150

AFTER you received your City Business Tax Receipt:

- ☑ **Apply for a County Business Tax Receipt from Lee County.** You will need to bring your Cape Coral BTR with you when you apply. Applications can be downloaded from www.leetc.com.

The annual license fee is \$50.

Lee County Tax Collector
Phone: (239) 533-6000
1039 SE 9th Place
Cape Coral, FL 33990
(Across from main post office)

