



CITY OF CAPE CORAL

Department of Community Development / Code Compliance Division/Licensing

FREQUENTLY ASKED LICENSING QUESTIONS

Revised 1/14/2015

What is the address for City of Cape Coral?

MAILING:

City of Cape Coral
Attn: Code Compliance Division/Licensing
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 Code Compliance/Licensing?

(239) 574-0430 (Telephone) (239) 242-5368 (Fax) 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, 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 9th 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
<http://www.myfloridacfo.com/wc>
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

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

- 1) Original paperwork
- 2) Clear copy of qualifiers driver's License
- 3) Copy of State Certified Contractor's License
- 4) Insurance certificates for liability & worker's comp (or exemption) showing City of Cape Coral as the Certificate Holder
- 5) Business Tax Receipt from office location
- 6) PIN number must be picked in person by qualifier

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 4th 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 ten days prior to the meeting. The License fee is \$150.00 for all Specialty contractors for 2 years and is prorated. Our fiscal year begins on October 1 and ends September 30.

Certificate of Training – Best Management Practices (GI-BMP) Landscape fertilization training is provided by University of Florida-IFAS Florida-Friendly Landscaping program. It was developed by the Florida Department of Environmental Protection (**FDEP**) and endorsed by the pest control industry. Note: it takes up to three weeks before the Certificate of Training is issued and the training must be repeated a minimum of once every five years. Florida Friendly Landscaping (FFL) program main website is <http://fyn.ifas.ufl.edu/index.html>. To schedule the class please call (239) 533-7503.