



**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)
Licensing Office**

Cape Coral City Hall
1015 Cultural Park Blvd.
Cape Coral, FL 33990
(239) 574-0430

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

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.

Businesses located in Cape Coral need both a city and a county Business Tax Receipt

- ✓ **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 Cape Coral 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 Tax Collector.** 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)

