

# ZCC/BTR APPLICATION PROCESS

**ZONING COMPLIANCE CERTIFICATE AND BUSINESS TAX RECEIPTS (ZCC/BTR) ARE ISSUED ONCE ALL THE STEPS HAVE BEEN COMPLETED AND FEES HAVE BEEN PAID.**



## 1 APPLY ONLINE

- Apply for your Zoning Compliance Certificate via [CapeCoral.gov/energov](https://CapeCoral.gov/energov)
- Scan the QR Code to apply for a ZCC/BTR:



## 2 ZONING COMPLIANCE

- A zoning compliance review takes place to ensure the business is in the appropriate zone for its type of business. There are four stages of reviews:
  - 1. Planning
  - 2. Zoning
  - 3. Fire
  - 4. Building

## 3 PAY FEES

- Once the application is process the fee(s) is posted online for payment. Payment by the business is required before processing can occur.

## 4 CHANGE OF OCCUPANCY

- If the new business space is being utilized for a business type that is different than the previous occupant, then a Change of Occupancy application is required.

## 5 OTHER BUILDING PERMITS IF APPLICABLE

- Any open building permits must be closed before the application can advance to the next step.

## 6 FIRE INSPECTION

- Before requesting a ZCC/BTR fire inspection, the building should be 90% set up for business with furniture and fixtures in place. Schedule, please call or email (239) 242-3264 or [fireinspections@capecoral.gov](mailto:fireinspections@capecoral.gov).

## 7 RECEIVE YOUR BTR

- BTR issued by City Clerk's department 239-574-0430 or [businesstaxreceipts@capecoral.gov](mailto:businesstaxreceipts@capecoral.gov). Must provide state license if applicable.

# GUIDE TO OPENING A BUSINESS IN CAPE CORAL

## Business Registration and Licensure

1. To register an LLC, corporate name, fictitious name, or DBA. The Division of Corporations' website is [www.sunbiz.org](http://www.sunbiz.org). *contact a Certified Personal Accountant or Attorney for guidance on business registration.*
2. Apply for any required state licenses with the Florida Department of Business and Professional Regulation. The name on the state license application must be identical to the name registered with the Division of Corporations.

## Confirm the property meets the requirements for the business type before leasing or buying commercial space:

- Zoning
- Parking
- Change of Occupancy (if applicable)

## Zoning Compliance Certificate Application Types:

- **Commercial**
- **Home-Based Business**
- **Individual Business** - If you are an individual working for a business that requires you to have a Business Tax Receipt (i.e. Doctor, Dentist, Chiropractor, Architect, Engineer, etc.)
  - If you are renting a booth/chair/space at a Salon or Barbershop, you will apply for a Commercial Zoning Compliance Certificate using your legal name.
- **Zoning Compliance Certificate / Business Tax Receipts (BTR):** *Used for all business types other than Home-Based and Individuals who own or lease commercial space.*

Register online to  
apply for a BTR.



## Change of Occupancy (if required)

- **Exempt:** If the business that previously occupied the space is the same business type as the new occupant.
- **Required:** If the business that previously occupied the space is a different business type of the new occupant, will require a building permit and payment of additional Fees. A zoning representative will notify you upon application review if a Change of Occupancy is required.

Apply for a change of occupancy permit through the Building Department in-person and by appointment only. There are three ways to "Join" a specialty line at City Hall or schedule a permitting service appointment.

## Preparing for your BTR Fire Inspection

The Bureau of Fire Prevention provides free site inspections to determine if anything that needs to be brought up to Fire Code. 239 242-3264. Please make sure any open Building permits are closed before proceeding with the Fire inspection. You will not be able to call in your inspection if zoning has not completed their review or if there are any open permits.

## Issuing your Business Tax Receipt

A Zoning Compliance customer service representative will email you when your Certificate of Zoning Compliance and Business Tax Receipt are issued by the City Clerks Department and can be picked up at City Hall.

\*To issue BTR applicant must provide state license if applicable

## After receiving a City Business Tax Receipt: If you are doing business throughout Lee County you will need a Lee County BTR

Apply for a Lee County Business Tax Receipt. The Cape Coral Business Tax Receipt is required when applying with the County.

Scan here to  
join a line or  
make an  
appointment



Scan here  
for more  
info on  
Change of  
Occupancy



Scan for fire  
inspection  
details.



## Directory

**Office of Economic & Business Development:** Resources and information for local, regional, and national businesses.

- 239-574-0443

**Planning & Zoning:** Zoning compliance, future land use, commercial sign permits, and alcohol beverage and tobacco applications.

- **Planning:** 239-574-0553 or 239-573-3177  
[zoning@capecoral.gov](mailto:zoning@capecoral.gov)

### City Clerk

- **BTR:** 239-574-0430  
[businesstaxreceipts@capecoral.gov](mailto:businesstaxreceipts@capecoral.gov)

**Building Department:** Permitting, building inspections, and floodplain management.

- **Permitting:** 239-574-0546  
[permits@capecoral.gov](mailto:permits@capecoral.gov)
- **Administration:** 239-574-0549
- **Inspection Scheduling:** 239-573-3173

### Florida Department of State:

- [sunbiz.org](http://sunbiz.org)

### Contractor Registration

- 239-574-0870
- [ContractorRegistration@capecoral.gov](mailto:ContractorRegistration@capecoral.gov)

### Florida Department of Business and Professional Regulation:

- [myfloridalicense.com/dbpr](http://myfloridalicense.com/dbpr)
- 850-487-1395

### Lee County Tax Collector:

- [leetc.com](http://leetc.com)
- 239-533-6000
- 1039 SE 9th Place, Cape Coral

### Cape Coral Fire Department - Inspections:

- [capecoralfire.com/fire-inspections](http://capecoralfire.com/fire-inspections)
- 239-242-3264