CITY OF BONITA SPRINGS COMMUNITY DEVELOPMENT
USE PERMIT APPLICATION

Procedure applies to new businesses, businesses adding a 2nd location, businesses moving to a new location or buying a business and changing the name and will occupy a commercial property. This does not apply to home based businesses. If this does not apply, please proceed to the Lee County Tax collectors office to apply for your business tax receipt.

TO BE COMPLETED BY APPLICANT:

Business Name: _____

Business Location Address: _____ Unit # _____

Contact Person: _____ Daytime Phone #: _____

Email Address: _____ Fax #: _____

Contact Person's Mailing Address: _____

UPON RECEIPT OF YOUR CERTIFICATE OF USE AND PRIOR TO OPERATING YOUR BUSINESS, APPLY FOR A LEE COUNTY BUSINESS TAX RECEIPT AT YOUR NEAREST LEE COUNTY TAX COLLECTOR OFFICE.

Please indicate which of the following you are applying for, please select only one.

ALL PERMITS ARE $100 (as of 01/01/09)

☐ **Shared Space – Office***
Name of current business:
_____

☐ **Shared Space – Other****
Provide 2 copies each of the existing and proposed floor plans†,
Provide 2 copies of the site plan†.
Name of current business:
_____

☐ **Horse Boarding non-com $**
Provide 2 copies of the site plan†,
Provide proof of sanitary facilities††

☐ **Executive Suite**
Name of the Executive Suite:
_____

☐ **Tenant Change*****
Provide 2 copies each of the existing and proposed floor plans†,
Provide 2 copies of the site plan†.
Name of Prior Tenant:
_____

☐ **Plant Nursery**
Provide 2 copies of the site plan†,
Provide proof of sanitary facilities††

☐ **New Occupancy******
Provide 2 copies each of the existing and proposed floor plans, †
Provide 2 copies of a site plan†.
_____

☐ **Charter Boat**
Provide Permission letter from marina
Number of Passengers: _____
Name of Marina:
_____

If this Unit has been vacant for more that one year it will require additional Reviews.

1. Please provide a brief description and an explanation of the intent of your business. Include the hours of operation.

_____

_____

_____

2. Are you a first time tenant? (You will be the first business occupying a recently built, free standing, single unit building) …… ☐ YES ☐ NO
3. Will the landlord be providing a 'Shared Container' for garbage collection? …… ☐ YES ☐ NO

   If yes, please provide a notarized letter from the landlord stating garbage collection will be provided.

4. Will the electricity need to be connected? …….. ☐ YES ☐ NO

5. Is the water supplied to the business location by a well? ……☐ YES ☐ NO

6. Does the business location have a septic tank? …….. ☐ YES ☐ NO

†**Site Plans and Floor Plans:**

Floor plans must show total square footage, electrical outlets, bathrooms and doors. Floor plans may be hand drawn.

Site plans must show parking spaces, unless your business is located in a shopping center with five or more individual units. Site plans may be hand drawn.

††**Proof of Sanitary Facilities:**

Can be in the form of a port-o-let contract, or a letter from the property owner giving permission to use the home for sanitary purposes.

* Sharing an *office* space with another business which is the same or similar to yours. (i.e. – Mortgage Company w/ Title Company)

** Sharing a space with another business different from yours (i.e. - Accountant w/ Florist) **OR** sharing a space with another business the same as yours that is not an office, (i.e. Shoe Store w/ Clothing Store.)

*** Applying for a use permit in a unit / building that was previously used for the same type of business.

**** Applying for a use permit in a unit / building that was not previously used for the same type of business.

SIGNATURE: _____ DATE:_____