

CERTIFICATE OF USE PROCEDURES

This 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 you have any questions concerning this procedure, please contact the City of Bonita Springs Community Development Department, 9220 Bonita Beach Road, Suite 111, Bonita Springs, FL, 34135 or at (239) 444-6150.

STEP 1: The strap number for the business location, if you do not know it, contact the Property Appraiser's Office at (239) 533-6150. Also, the strap number is available on the Internet at www.leepa.org

STEP 2: A hand drawn floor plan showing the "As is" layout of your space. Indicate the size of the space, including existing walls, partitions, counters, electrical layout, plumbing fixtures, doorways, etc. and what you intend to add (highlight the proposed addition(s) if applicable). Also indicate the "Use" or "Name of the business on either side of the subject space." This is to enable the inspectors to quickly locate your space.

STEP 3: A parking diagram, unless you have community parking. In addition, you are required by Lee County Ordinance #95-19 to make provisions for garbage collection and by Bonita Springs Ordinance No. 07-21 for mandatory recycling of solid waste for your business. An approved Garbage Collection Verification form must be submitted prior to release of your Certificate of Use. If you are leasing and the rent includes garbage pick-up, please have your landlord provide a notarized letter stating that your lease includes garbage/recycling pickup.

STEP 4: Completed Impact Fee/Change of Use Evaluation Form (forms are available at Community Development). The City of Bonita Springs Impact Fee Ordinance requires an assessment of impact fees for a "Change of Use" on all Certificate of Use permits. If you are required to pay impact fees, you will be notified prior to processing your application.

STEP 5: Determine whether the space is served by well/septic or public sewer/public water. You may contact Bonita Springs Utilities to confirm whether you are on central water and sewer. Call (239) 992-0711 for details.

STEP 6: Before your Certificate of Use is approved, Bonita Spring Fire Department will perform an inspection and may charge for this inspection.

STEP 7: You can apply for zoning approval (Certificate of Use) for the Business Tax Account Application by going to the Community Development office at 9220 Bonita Beach Road, Suite 111, with your completed application. After your zoning is approved you will be sent via fax instructions to schedule your building and fire inspections.

Building Inspection Hotline:	239-444-6170
Bonita Springs Fire:	239-949-6211

The Building Department's permit desk hours are 8:00 a.m. - 4:30 p.m. It is your responsibility to contact the Building Inspector and Fire Department to schedule inspections. If you notify us at the time of application that you need the electric turned on, we will notify the electric company when

all of the inspections have been done. However, it your responsibility to contact the electric company to make the necessary arrangements for deposits, etc.

STEP 7: Please allow 7-10 workdays for a complete review and approval. Return the zoning approved Business Tax Account Application to the Lee County Tax Collector for processing. The Business Tax fee is collected by the Lee County Tax Collector.

FEE INFORMATION

The fee for a Certificate of Use permit is \$100.00. If the property is located on a septic/well system, there may be additional fees. For more information, call the Department of Environmental Health at (239) 690-2148. As stated above, the Fire Department may charge for their inspection.

OTHER SITUATIONS

Food Handling: If you will be handling food, contact the Division of Hotels and Restaurants at (850) 487-1395.

Day Care Facilities: All Day Care Facilities should contact Florida Department of Children and Families at (239) 338-1341, prior to making application for a Certificate of Use.

Sign for the Business: A permit is required for a business sign. You may pickup a sign permit application at Community Development.

Buying an Existing Business and Changing Name: A Certificate of Use is required if you are changing the name of the business. Certificate of Use permits will be issued in your name and requires only Fire Inspection and Garbage verification. The applicant must still schedule Fire Inspections to final the Certificate of Use.

Use of Desk and a Telephone within an Existing Business (Shared Space):

If you are using space in an existing business that already has a Certificate of Use and a Lee County Business Tax Receipt, you are required to provide the following to Community Development:

- a. A copy of the current business's Certificate of Use.
- b. A copy of the current business's Lee County Business Tax Receipt.
- c. A completed Lee County Business Tax Receipt application for you.
- d. A letter from the current business giving you permission to operate your business from their location.
- e. A letter from you giving a brief description of your business.
- f. If you are state-certified, include a copy of your state license.
- g. Floor plan showing where your desk is located.

Home Businesses: You are not required to get a Certificate of Use for a business being operated from your home. However, you are required to get a Home Occupation License and a county Business Tax Receipt. Home Occupation Licenses are issued over the counter at the City of Bonita Springs Community Development Department, 9220 Bonita Beach Road, Suite 111, Bonita Springs, FL, 34135. The fee is \$20 and the applicant must comply with Division 18 Home Occupation Licenses per the Land Development Code.