



COMMERCIAL USE PERMIT APPLICATION CERTIFICATE OF USE PROCEDURES

Community Development | 9220 Bonita Beach Road, Suite 111 | Bonita Springs, FL 34135 | Phone: +1 239 444 6150 | Fax: +1 239 444 6140

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. 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 with your Certificate of Use application. 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. A **completed Lee County Business Tax Account Application** will need to be submitted with the Certificate of Use application also.

STEP 4: 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 and the Bonita Springs Building Department will perform an inspection and The Fire Department may charge for this inspection. You may call Bonita Spring Fire at 239-949-6211.

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 email 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 8 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 \$104.00. 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.

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 pick up 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 Lee County Local Business Tax Receipt.
- b. A notarized letter from the current business giving you permission to operate your business from their location.
- c. If you are state-certified, include a copy of your state license.

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.



COMMERCIAL USE PERMIT APPLICATION

Permit Number _____

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If you are an existing business owner changing only the name of your business, not the location or type of business OR if you have purchased a business and are not making any changes (i.e. name, location, or type) you do not need to apply for a USE permit. Please proceed to the Lee County Tax collectors office to apply for your business tax receipt.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

Strap Number: _____ -- _____ -- _____ -- B _____ -- _____ . _____

Unit Number: _____ Square Footage: _____ # of Employees: _____

CONTACT PERSON: _____

Phone Number: _____

Email Address: _____

PLEASE INDICATE WHICH OF THE FOLLOWING YOU ARE APPLYING FOR:

New Occupancy**** (The unit has never had a business before)

Provide 2 copies of the existing floor plan and 2 copies of the site plan†

Tenant Change***

Provide 2 copies of the existing floor plan and 2 copies of the site plan†

Name of prior tenant: _____

Shared Space – Office*

Name of current tenant: _____

Shared Space – Other**

Provide 2 copies of the existing floor plan and 2 copies of the site plan†

Name of current tenant: _____

Executive Suite

Name of Executive Suite: _____

Horse Boarding non-com

Provide 2 copies site plan† and proof of sanitary facilities††

Plant Nursery

Provide 2 copies site plan† and proof of sanitary facilities††

Charter Boat

Provide permission letter from marina.

Name of marina: _____

Number of total passengers: _____

Please provide a detailed description and an explanation of the intent of your business to include the hours and days of operation.

If this Unit has been vacant for more than one year it will require additional reviews.

Are you a first time tenant? (You will be the first business occupying a recently built, free standing, single unit building) Yes No

Will the landlord be providing a 'Shared Container' for garbage collection? If yes, please **provide a notarized letter from the landlord** stating garbage collection will be provided. If no, then you will be required to provide a copy of your trash agreement before USE permit will be processed. Yes No

Will the electricity need to be connected? Yes No

Is the water supplied to the business location provided by a well? Yes No

Does the business location have a septic tank? Yes No

REQUIRED INFORMATION REGARDING IMPACT FEES. (Information provided by the property owner)

Were Impact fees ever paid? Yes No

If so, were they paid during shell construction or at time of USE permit being issued?

Shell Construction USE

If Impact fees were paid at time of USE permit issuance, please provide the tenants name and business type OR permit number (Lee County or City) under which the impact fees were paid.

Signature: _____

Date: _____

Key:

†Site Plans and Floor Plans: (REQUIRED AT SUBMITTAL)

- 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.



COMMERCIAL USE PERMIT APPLICATION APPLICANT INSPECTION ACKNOWLEDGEMENT

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Dear Applicant,

Permit Number: _____

Your application has been accepted at the front counter relative to your business use permit. It will now be forwarded to our Planning & Zoning Department for Zoning review by one of our Planning & Zoning Planners. Once your proposed commercial use has been approved, you will receive a computer generated email advising you to call for required inspections.

PLEASE DO NOT CALL FOR INSPECTIONS UNTILL YOU RECEIVE THE COMPUTER GENERATED EMAIL ADVISING YOU TO CALL-IN YOUR INSPECTIONS. (PLEASE CHECK YOUR JUNK AND SPAM MAIL FOLDERS.)

Note of the following telephone numbers which you will need when it's time to call-in for inspections.

(239) 949-6211 Bonita Springs Fire Inspections Line (902 Final fire Inspection)

(239) 444-6170 Bonita Springs Building Dept. Inspection Line (106 Final Building Inspection)

Once **ALL** applicable inspections have passed, you'll receive a second computer generated email informing you to come-in to our office and pick-up the signed Lee County Business Tax Form which you may take to any Lee County Tax Collectors Office for issuance of your business occupational license.

Thank you.

Applicant Acknowledges Receipt

Date