

**Online Customers please use this form as guide to the information you will be required to submit online at
www.lee-county.com/econnect.**

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 Location Address: _____ Unit # _____
Contact Person: _____ Daytime Phone #: _____
Email Address or Fax #: _____
Contact Person's mailing address: _____
Directions to property: _____

**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. Customers please
read the foot notes for the following Use Application Categories, indicated by an * or †**

Shared Space – Office * \$35
Name of current business: _____

Executive Suite \$35
Name of the Executive Suite: _____

New Occupancy * * * * \$100
Provide 1 copies each of the existing
and proposed floor plans,[†]
Provide 1 copies of a site plan[†].

Shared Space – Other * * \$100
Provide 1 copies each of the existing
and proposed floor plans[†],
Provide 1 copies of the site plan[†].
Name of current business: _____

Tenant Change * * * \$35 / \$100
Provide 1 copies each of the existing
and proposed floor plans[†],
Provide 1 copies of the site plan[†].
Name of Prior Tenant: _____

Charter Boat \$35
Provide Permission letter from marina
Number of Passengers: _____
Name of Marina: _____

Horse Boarding non-com \$35
Provide 1 copies of the site plan[†],
Provide proof of sanitary facilities^{††}

Plant Nursery \$35
Provide 1 copies of the site plan[†],
Provide proof of sanitary facilities^{††}

Hot Dog Stand \$35
 Lunch Wagon \$0
 Ice Cream Truck \$0

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

- | | | | |
|-------------------------------------|---|------------------------------|-----------------------------|
| Mandatory for
Online App | 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) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Mandatory for
Online App | 3. Will the landlord be providing a 'Shared Container' for garbage collection?
If yes, landlords name and phone#: _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Mandatory for
Online App | 4. Will the electricity need to be connected? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Mandatory for
Online App | 5. Is the water supplied to the business location by a well? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Mandatory for
Online App | 6. Does the business location have a septic tank? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

[†]**Site Plans and Floor Plans: (Online Customers, will receive submittal directions after making application)**
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: (Online Customers, will receive submittal directions after making application)**
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: _____