

COMMERCIAL BUSINESS USE PERMIT PROCEDURES

CITY OF BONITA SPRINGS

Community Development Dept. | 9220 Bonita Beach Road, Ste. 111 | Bonita Springs, FL 34135 | (239) 444-6150 | [Permitting Help Desk Email Address](#)

These procedures apply to new businesses, businesses adding a 2nd location, expanding an existing location, 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 these procedures, please contact the City of Bonita Springs Community Development Department.

- STEP 1:** Obtain the Parcel number for the Business location. If you do not know the Parcel number, 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:** Prepare 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.
- *Any interior/exterior alterations will required a separate Building Permit.**
- STEP 3:** Obtain a **Parking Diagram** and an approved **Garbage Collection Verification Form**. Lee County Ordinance #95-19 requires you to make provisions for garbage collection, and Bonita Springs Ordinance No. 07-21 requires mandatory recycling of solid waste for your business. 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:** 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 5:** Download and complete the Lee County **Local Business Tax Application**. Refer to the Lee County **Local Business Tax Checklist** for additional information.
- STEP 6:** Submit a completed Commercial Business Use Application (page 3) to the Community Development office at 9220 Bonita Beach Road, Suite 111. Please allow 7-10 workdays for a complete review and approval.

Be sure to include the following **required** items: **Floor Plan, Parking Diagram, Garbage Collection Verification, Lee County Local Business Tax Application, and Inspection Acknowledgement (page 5).**

Note: The City of Bonita Springs Impact Fee Ordinance requires an assessment of impact fees for a "Change of Use" on all Commercial Business Use Permit applications. If you are required to pay impact fees, you will be notified prior to processing your application.

- STEP 7:** Pending application approval, you will then receive email instructions to schedule your Building and Fire Department inspections. Refer to the Inspection Acknowledgement for more information (page 5).
- It is your responsibility to contact the Building Inspector and Fire District 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:** Once **all** applicable inspections have passed, you will then receive an email informing you that the zoning approved Lee County Local Business Tax Application is available for pickup at the Community Development office.
- STEP 9:** Return the zoning approved Local Business Tax Application to the Lee County Tax Collector for processing. The Business Tax fee is collected by the Lee County Tax Collector.

Please submit only ONE SET of items listed. Additionally, DO NOT staple any documents submitted. All documents are scanned and staples jam our scanning equipment.

FEE INFORMATION

MAKE CHECKS PAYABLE TO CITY OF BONITA SPRINGS

- **The fee for a Certificate of Use permit in Bonita Springs Fire District is \$159.00.**
- **The fee for a Certificate of Use permit in the Estero Fire District \$164.00.**

This fee is not refundable after zoning approval. 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 Bonita Springs Utilities at (239) 949-6211 and 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.
- d. Obtain a **Parking Diagram** and **Floor Plan** clearly illustrating where your shared space will be located.
- e. If the shared space includes garbage pick-up, have the primary/current business owner provide a notarized letter stating your lease includes garbage/recycling pickup. If not, a copy of a separate garbage pick-up contract will be required.

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 BUSINESS USE PERMIT APPLICATION

CITY OF BONITA SPRINGS

Community Development Dept. | 9220 Bonita Beach Road, Ste. 111 | Bonita Springs, FL 34135 | (239) 444-6150 | [Permitting Help Desk Email Address](#)

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 Collector's office to apply for your business tax receipt.

INSTRUCTIONS

***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:**

- Proof 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.

¹New Occupancy: Applying for a use permit in a unit/building that was not previously used for the same type of business. If you will be handling food, contact Bonita Springs Utilities at (239) 949-6211 and the Division of Hotels and Restaurants at (850) 487-1395.

²Tenant Change: Applying for a use permit in a unit/building that was previously used for the same type of business. If you will be handling food, contact Bonita Springs Utilities at (239) 949-6211 and the Division of Hotels and Restaurants at (850) 487-1395.

³Shared Space – Office: Sharing an *office* space with another business which is the same or similar to yours. (i.e. – Mortgage Company w/ Title Company)

⁴Shared Space – Other: 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)

1. Business Name: _____
2. Business Owner Name: _____
Phone Number: _____ Email Address: _____
3. Business Address: _____
Unit Number: _____ Parcel (STRAP) Number: _____
4. Business Type: (check one)
 - New Occupancy¹ Tenant Change²
 - a. Provide (1) copy of the existing floor plan and (1) copy of the site plan*
 - b. Name of prior tenant: _____
 - Shared Space – Office³
 - a. Name of current tenant: _____
 - Shared Space – Other⁴
 - a. Provide (1) copy of the existing floor plan and (1) copy of the site plan*
 - b. Name of current tenant: _____

Executive Suite

a. Name of Executive Suite: _____

Horse Boarding (Non-Commercial)

a. Provide (1) copy of the site plan* and proof of sanitary facilities**

Plant Nursery

a. Provide (1) copy of the site plan* and proof of sanitary facilities**

Charter Boat

a. Provide permission letter from marina.

b. Name of marina: _____ # of total passengers: _____

5. Please provide a detailed description and an explanation of the intent of your business including the hours and days of operation:

6. Is this Business application for a Medical Marijuana Treatment Center Dispensary?: Yes No

7. Business Supplemental Information:

a. Business Status: New Business Business Expansion Business Relocation

b. Shared Space: Yes No – If Yes, please provide Square Footage and Number of Employees per Business Owner (Applicant) in the spaces provided below.

c. Square Footage at Previous Location: _____ New Location: _____

d. Number of Employees at Previous Location: _____ New Location: _____

8. Tenant History (If this Unit has been vacant for more than one year it will require additional reviews):

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

b. 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

c. Will the electricity need to be connected? Yes No

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

e. Does the business location have a septic tank? Yes No

9. Impact Fee Assessment (Information provided by the property owner):

a. Were Impact fees ever paid? Yes No

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

Shell Construction USE

c. 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:

Applicant's Signature: _____ Date: _____

COMMERCIAL BUSINESS USE INSPECTION ACKNOWLEDGEMENT

CITY OF BONITA SPRINGS

Community Development Dept. | 9220 Bonita Beach Road, Ste. 111 | Bonita Springs, FL 34135 | (239) 444-6150 | [Permitting Help Desk Email Address](#)

Dear Applicant,

Upon receipt of a completed Commercial Business Use application and required documents, this information will be forwarded to our Planning & Zoning Department for zoning review. Once your proposed commercial use has been approved, you will receive a computer generated email advising you to call for required inspections.

Note: Depending on the business location, you will need to contact either Bonita Springs Fire or Estero Fire District for the 902 Final Fire Inspection. The computer generated email that you receive will tell you which Fire District to call.

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

902 Final Fire Inspection:	Bonita Springs Fire District	239-949-6211
902 Final Fire Inspection:	Estero Fire District	239-390-8000
106 Final Building Inspection:	Building Department	239-444-6170

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

Permit Number