



# Town of Fort Myers Beach

## ZONING USE APPLICATION

Your business is conducted from a commercially zoned store front/building location. If the nature of your business requires any alteration or construction then this process does not apply, and you would apply for a Commercial Building Application which would include a zoning use review. The Town of Fort Myers Beach does not allow mobile vending.

Business Name: \_\_\_\_\_

Business Location Address: \_\_\_\_\_ Unit # \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address: \_\_\_\_\_

All communication from the Town of Fort Myers Beach regarding your application will be sent to the email address listed.

Provide a brief description and an explanation of the intent of your business, including hours of operation:

**Signs: If you will be altering or erecting a sign you must apply for a sign permit, this includes tenant panel changes, even if a USE permit is not required.**

### TYPE OF BUSINESS CONDUCTED

New Occupancy

Tenant Change: **Previous tenant name:** \_\_\_\_\_

### SITE DESCRIPTION

Free standing Building

Office in Professional/Business center

Multiple-Occupancy Building

Office Sharing space with Other Business

### BUSINESS TYPE: (check one)

Food Service

Charter Boat: Name of Marina: \_\_\_\_\_

Food Service w/alcohol

\_\_\_\_\_ # Of Passengers: \_\_\_\_\_

Retail

**Provide permission letter from the Marina**

Medical Office

Other: \_\_\_\_\_

Hotel/Motel/ Bed &Breakfast

### SITE USE (FLOOR AREA, SEATING & PARKING):

Total Square Footage of Space: \_\_\_\_\_

Total Parking Spaces: \_\_\_\_\_

Parking Spaces assigned by Lease: \_\_\_\_\_

Number of Seats (Restaurants only): \_\_\_\_\_

Outdoor Seats (Restaurants only): \_\_\_\_\_



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### SUBMITTAL REQUIREMENTS

- Processing fee of \$100.00 is due at the time of application.
- Floor Plan should include the existing layout of your space., including existing walls, partitions, counters, electrical layout, plumbing fixtures, restrooms, etc.
- A site plan should include location of the structure, unit location, and a parking diagram indicating the location of all parking spaces on the property. If your location is in a multiple occupancy complex, please indicate on the parking diagram which spaces are allocated to your unit including handicap.
- Garbage collection verification. You are required by [Lee County Ordinance #95-19](#) to make provisions for garbage collection for your business. This could be a copy of your garbage bill, copy of your lease which states landlord will provide garbage collection services, etc.

### PROCESS

Upon receipt of a completed application, required submittal documents and payment your application will be reviewed.

- A. Zoning Review- Town staff will review the application to ensure the type of the business conforms to the local zoning regulations, including parking requirements.
- B. Fire Review- is required by the Fire Marshal's office for any commercial location. Separate fire inspection fees apply and are due prior to release of the Zoning Use permit.  
Fire Department phone #: (239) 590-4200

Once a Zoning Use permit is issued, you will need to schedule the following inspections:

- C. Building inspection- Town offers 2 options to schedule your inspections.
  - Call (239)-765-0202, ext # 8008
  - Email request to [inspections@fmgov.com](mailto:inspections@fmgov.com)
- D. A fire inspection will be performed to confirm that all fire code requirements are met. This inspection can be scheduled by contacting the Fort Myers Beach Fire Department by emailing [prevention@fmbfire.org](mailto:prevention@fmbfire.org). You will need to provide the permit #, address, phone number and any pertinent information regarding your inspection.

### REGULATIONS AND INFORMATION

The Town does not issue "Occupational Licenses," also known as Business Tax Receipts. The Town does, however, provides the Zoning Use Certificate required for Business Tax Receipts from Lee County.

1. Food Handling: If your business involves any handling of food, contact the Division of Hotels and Restaurants.
2. Buying an existing business and/ or changing name: A Certificate of Use is required even if you are only changing the name of the business and still requires inspections.
3. If there is a "change of use" at the proposed location, you may be subject to the payment of impact fees.