



City of Marco Island
Growth Management Department
50 Bald Eagle Drive
Marco Island, FL 34145
Phone: 239-389-5000 or FAX: 239-393-0266

PF-14H

Home Occupational Licensing Procedures

The City of Marco Island does not issue “Occupational Licenses,” otherwise known as Business Tax Receipts (BTR). The City does, however, provide the zoning compliance document required for the BTR approval from Collier County.

Following are the procedures for obtaining the BTR for a home-based business:

1. The applicant must fill out the ‘Home Occupation Letter of Zoning Compliance’ application and submit the \$60 fee. If the applicant is renting their home, they must provide a signature from the home-owner on the application where indicated. The zoning certificate number will be provided to the applicant when the application is approved. The application is located at www.cityofmarcoisland.com > **Doing Business > Applications & Forms**.
2. The application can be processed while the applicant waits if the Zoning Technician is available or should be ready the following business day. If the applicant does not wish to wait they will be called when the certificate is ready. Approved Home Occupation Letters can also be mailed, faxed or emailed at the applicant’s request.
3. Once the applicant has received the Home Occupation Letter of Zoning Compliance s/he must apply for a BTR through Collier County Tax Collector’s Office {2800 Horseshoe Drive, Naples; (239) 252-2477; btr@colliertax.com}.

Home Occupation Letter of Zoning Compliance Renewal:

Home Occupations must register with the City of Marco Island annually. There is a \$15 fee for the renewal.

Please contact the Zoning Technician at (239) 389-5006 or kwhitson@cityofmarcoisland.com for more information.