



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-14C

## Commercial Occupational Licensing Procedures

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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 commercial-based business:

1. The Applicant should contact the Planning and Zoning Technician at (239) 389-5006 or [kwhitson@cityofmarcoisland.com](mailto:kwhitson@cityofmarcoisland.com) prior to leasing/purchasing commercial space to ensure the potential business is an allowed use. The Growth Management Department is able to provide preliminary information to the Applicant that will be helpful to facilitate the application process from the beginning.
2. A Notice of Fire Compliance is required by the Fire Marshal’s office prior to the issuance of a Letter of Zoning Compliance for any commercial location. The fee for this service depends on the type of the business and square footage (ranges between \$35 and \$135). A fire inspection will be performed of the premises to confirm that all fire code requirements are met. This inspection can be scheduled by contacting the City of Marco Island Fire Department at (239) 394-5405.
3. After the fire inspection is complete, the Applicant must fill out the Commercial Land Use Zoning Certificate application. The zoning certificate number will be provided to the applicant when the application is approved. If you are located in a “strip center,” you must also fill out the Commercial Zoning Parking Matrix form in addition to the application. Both forms can be located at: [www.cityofmarcoisland.com](http://www.cityofmarcoisland.com) > **Doing Business > Applications & Forms**.
4. Please submit the following to the Zoning Technician as a package:
  - \_\_\_\_\_ Completed application
  - \_\_\_\_\_ Parking matrix (if necessary)
  - \_\_\_\_\_ A copy of fire certificate
  - \_\_\_\_\_ \$200 Fee

After submission, the Planning and Zoning Technician will make a site visit within one week of the application being submitted. This site visit does not require entry into the business or that the applicant be on site. The purpose of the site visit is to verify that all landscaping, parking and other site concerns meet the current requirements as defined in the Land Development Code.

4. Once the applicant has received the Commercial Land Use Zoning Certificate, s/he must apply for a Business Tax Receipt through the Collier County Tax Collector’s Office {2800 Horseshoe Drive, Naples; (239) 252-2477; [btr@colliertax.com](mailto:btr@colliertax.com)}.